

## GEORGIA LEADERSHIP INSTITUTE: Leading the Way for a New Georgia

Leadership is an integral part of state government fulfilling Governor Sonny Perdue's vision to becoming the best-managed state in the nation. To ensure leaders are developed with competencies to increase organizational performance and workplace efficiency and effectiveness, Governor Perdue recently announced the Georgia Leadership Institute (GLI). The Leadership Institute was established by the Georgia Merit System, in collaboration with the Commission for a New Georgia. The goal of the Institute is to establish a common leadership framework for Georgia state government - language, concepts, and approaches that produce leaders and employees who are principle-centered, customer-focused and results-driven. Change is occurring rapidly in all aspects of the global workplace. In Georgia, 21 percent of the state's managers will become eligible for retirement over the next five years. As a result, Georgia may lose a large portion of its leadership cadre, taking with them much of Georgia's institutional knowledge. Steady development of leadership has to be a priority to ensure the growth and success of Georgia state government today and in the future.

GLI is a learning system designed to equip leaders with the skills required to execute a strategic vision; provide exceptional customer service; motivate and empower people; promote good stewardship of the public's trust; uncover and act on new opportunities, and lead change.

The uniqueness of GLI, is its development of leaders and potential leaders at all levels of state government, which is essential to future leadership success. Approximately 1,000 state employees are expected to attend the Institute during the first year. Eventually, more than 20,000 of the state's executives, managers, supervisors and high performing employees are expected to participate in some aspect of the GLI.

The Institute has five program components. Institute programs support state agencies' efforts to develop employees who are positioned to assume various leadership roles and responsibilities, and charged with identifying, focusing on, and executing strategic priorities. Georgia is the first in the country to implement a formal public sector leadership program of this magnitude.

### Executive Leadership Program

This program is designed for Georgia's top leadership - agency heads and their executive staff, and succession planning candidates. The Institute for Leadership Advancement at the Terry College of Business, UGA and the Carl Vinson Institute of Government provide this program. Participants will work on ideas and principals centered around personal leadership, creating high performance organizations, ethics and public values.

### Middle Manager Development Program

This program is designed for state

employees who are responsible for planning and directing the daily operation of organization units. At this level, the focus is on how to create purpose and strategy, improving professional and personal effectiveness, execution, team management, strategic planning, results-based budgeting and ethics. Middle managers will gain valuable tools, practices, and techniques for enhancing organization effectiveness, conducting successful negotiations, managing organizational conflicts, handling ethical dilemmas, and leading organizational changes.

*Continued on next page*

### Key Dates To Remember

#### PCL for Managers and Supervisors

August 16, 2005

#### First Executive Leadership class

August 21-24

#### New Georgia Forums

August 18, 2005

#### First Middle Manager Development Program class

January 11, 2006

#### First Supervisory Development Program class

January 18, 2006

#### First Pre-Supervisory Development Program class

January 25, 2006

## INSIDE

Veteran Benefits.....2

Public Employee Recognition .....3-6

Government Spotlight: Office of State Administrative Hearings.....6

Tech Tip: Cellphones .....7

Wellness: The Benefits of Magnesium .....7

Mediation: Managing Relationships.....7

State Retirees .....8-13

Training/Workforce Development:Results by Changing Your Habits.....13

SCCP Governor's Cup Awards .....13

Money Matters: The Member Financial Services.....14

Test Your Vocabulary .....15

Work Tip: Is your Work About Money? .....15

Saluting Employees serving our State and Country .....16



Page 2



Page 3-6

GEORGIA LEADERSHIP INSTITUTE  
Leading the Way for A New Georgia

Page 16

## Governor Perdue Appoints New Leadership

### HB 501 Established New Department of Driver Services



House Bill 501 dismantles the Department of Motor Vehicle Safety (DMVS) and places the responsibility for issuing drivers licenses in the most efficient

and customer-friendly manner possible under a new Department of Driver Services (DDS). Greg Dozier was

*Continued on page 2*

### New Legislation Realigns State's Financial Reporting System



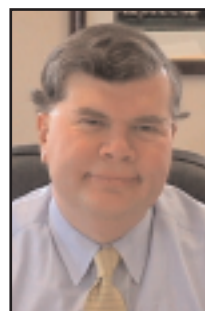
House Bill 293 realigns the state's financial reporting and financial system responsibilities under a new State Accounting Office. Lynn H. Vellinga, the state's first State Accounting Officer, was appointed by Governor Sonny

Perdue in October 2004. Responsibilities under Vellinga include:

- Establishing statewide accounting and

*Continued on page 2*

### Leadership change for OPB and GSFC



Governor Sonny Perdue appointed Tim Connell to serve as the president of the Georgia Student Finance Commission (GSFC). Shelley Nickel will replace Tim Connell as director of the Governor's Office of Planning and Budget (OPB). A Governor's Office news release identified the changes in the agencies leadership

as part of Governor Perdue's leadership development initiative. The mission of OPB is to improve state government operations and services by leading and assisting in the evaluation, development and implementation of budgets, plans, programs and policies. GSFC is responsible for the administration of Georgia's HOPE scholarship program as well as providing scholarships, grants, low-interest loans, service-cancelable loans and loan guaranty services to residents of Georgia seeking financial assistance for education.



## The Georgia Statement

# Leadership Institute

*Continued from page 1*

### Supervisory Development Program

Designed to enable current experienced first-line supervisors and/or newly promoted supervisors to lead and manage their operations and people effectively. Practices and techniques for managing operational activities and people are stressed. Participants will focus on subjects such as customer service, career development, communications, conflict resolution, and delegating strategies. Personnel law, process improvement, building commitment, competency development, and managing diversity are also areas of focus.

### Pre-Supervisory Development Program

A program designed for high performing employees chosen by the agency as individuals who may be moving into the ranks of supervision. Foundational managerial and leadership skills are emphasized in this program. It will help participants gain an appreciation of the roles and functions of leaders and leadership in Georgia State Government.

### Principle-Centered Leadership Program

This program is designed in two tracks, one for senior agency leaders' intact teams and the second for individual

managers and supervisors who did not participate in the first track. The overall focus of this program is a common approach to successfully executing the agency's top priorities, as well as building a culture of effective communication, high trust, clarity, collaboration, and commitment.

### The New Georgia Forums

These forums are also an area designed to provide opportunities for agency heads and senior officials to interact and learn of best practices, leading edge thinking, and powerful new tools of leadership and organizational development. Recognized experts and public officials, who are renowned for their achievements, will lead these sessions.

To participate in the middle-manager, supervisory, and pre-supervisory programs, individuals must be nominated by their immediate supervisor, the agency training director and/or HR manager, and approved by the agency head or designee.

For more information about Georgia Leadership Institute programs, upcoming events, or leadership resources visit the TeamGeorgia Connection Intranet site at [www.team.georgia.gov](http://www.team.georgia.gov), or visit [www.gms.state.ga.us/leadershipInstitute](http://www.gms.state.ga.us/leadershipInstitute).

## Department of Driver Services

*Continued from page 1*

appointed by Governor Sonny Perdue to serve as DDS Commissioner.

The remaining functions of DMVS have been transferred to other state agencies; many to their original location prior to the formation of DMVS. The responsibility of tags and titles has been moved to the Department of Revenue (DOR). In addition to registration and titling of motor vehicles, DOR will assume responsibility for administering the electronic verification of motor vehicle insurance. HOV lane and vehicle safety enforcement was transferred to the Department of Public Safety, and regulatory rulemaking of weights and measures was transferred to the Department of Transportation.

The DMVS Board will transition to serve as the Board of DDS. HB501 was effective July 1, 2005.

## State Accounting Office

*Continued from page 1*

- reporting standards and practices
- Operating and improving statewide State's financial and human capital management systems
- Preparing the state's Comprehensive Annual Financial Report (CAFR); the annual audited financial statement for the entire state entity.
- Providing statewide financial information on interim basis.
- Training state accounting and payroll personnel in new polices, procedures and standards.
- Improving accountability, efficiencies and internal controls.

Vellinga created a new Accounting Department, transferring staff and resources from the Audit Department, the Office of Planning and Budget and the Financial Systems Group of the Georgia Technology Authority. The accounting staff has met with all state agencies to set up procedures for completing the state's financial statements for FY2005 within six or seven months of year end, instead of the previous standard twelve month period.

## Are You Eligible for Assistance?

A new MGIB benefit program has been established under the provisions of the FY2005 Ronald Reagan National Defense Authorization Act. Chapter 1607 provides educational assistance to members of the reserve components called or ordered to active duty in response to a war or national emergency (contingency operations) as declared by the President or Congress. Members of a reserve component who served on active duty, on or after September 11, 2001, under title 10 U.S.C., for at least 90 consecutive days or more is eligible for Chapter 1607. Soldiers do not "pay" into this program. Get more information by calling the Department of Veterans Service at (404) 656-2306/2322, or [saahds@mindspring.com](mailto:saahds@mindspring.com).

Additional information is also available by website at <http://sdvs.Georgia.gov>



## The Georgia Statement

Volume 8, Number 2

State Personnel Board

M. David Alalof, *Chair*

Geri P. Thomas, *Vice Chair*

Claybon J. Edwards, *Member*

Melinda Langston, *Member*

Georgia Merit System

Peggy D. Rosser, *Acting Commissioner*

Office of Communications and Marketing

Deborah Williams, *Managing Editor*

Carletta Henderson-Youngs, *Editor*

Cleveland Clements, *Copy Editor*

Torry Holmes, *Graphic Designer*

*Contributing Writers*

Tracey Paden, Clean Air Campaign

Fonda Semerjian, State Employees Credit Union

Harry Stumpf, Dept. of Veterans Service

Susan Sports, Dept. of Driver Services

The Georgia Statement is published quarterly for state employees by the Commissioner's Office of the Georgia Merit System. If you wish to submit comments or need to correct a distribution problem/address, contact Editor, The Georgia Statement, 2 Martin Luther King Jr. Drive SE, Suite 504 West Tower, Atlanta, GA 30334, call 404-657-0375, or Commissioner's Office at [www.gms.state.ga.us/contact](http://www.gms.state.ga.us/contact). If you have a disability and need this material in an alternative format, notify the Editor at the above address, or for TDD Relay Service only: 1-800-255-0056 (text telephone) or 1-800-255-0135 (voice). This publication is accessible on our website: [www.gms.state.ga.us](http://www.gms.state.ga.us).

The Georgia Merit System is an Equal Opportunity Employer.

Register Early and Save!

Talent Management:  
Ensuring Bench Strength  
for Sustainable  
Organizational Excellence.

## 2005 Workforce Planning and Development Conference

December 8 - 9

Hyatt Regency Atlanta  
265 Peachtree St., N.E.  
Atlanta, Georgia 30303



# PUBLIC EMPLOYEES RECOGNITION



## LEADERSHIP NOMINEES

Name	Agency
Mike Evans	Georgia Bureau of Investigation
Sherma Francis	Georgia Merit System
Jennifer Tinker	Georgia World Congress Center Authority
Edith Bass	Department of Revenue
Linda Rawlings	Georgia State Finance and Invest. Comm.
Tim Bonds	Georgia Building Authority
Cynthia Clanton	Administrative Office of the Courts
Dan Roach	Public Safety
Virgil Costley	Dept. of Technical and Adult Education
Paul Lindner	Dept. of Corrections
Sharlene Adams	Dept. of Transportation
Teresa Eggleston	Dept. of Labor
Jennie Deese	Dept. of Human Resources
Tracey McGoughy	Public Service Commission
Rufus Smith	Dept. of Defense
Debbie Timms	Pardons & Paroles
Craig Southern	Dept. of Motor Vehicle Safety
Michael Sorrells	Dept. of Juvenile Justice
Tanja Battle	Secretary of State
Heather Sartain	Dept. of Banking and Finance

## CUSTOMER SERVICE NOMINEES

Name	Agency
Lisa Weaver-Johnson	Georgia Bureau of Investigation
Community Service Team	Georgia Merit System
Energy Resources Division	Georgia Environmental Facilities Auth.
Susan Nappi	Georgia World Congress Center Authority
Evonne Blyther	Georgia World Congress Center Authority
Linda Rawlings	Georgia State Finance and Invest. Comm.
Sylvia Bedell	Georgia Technology Authority
Jeannie McElrath	Administrative Office of the Courts
Allison Hodge	Dept. of Public Safety
Todd Garrison	Economic Opportunity Commission
Danny McConnell	Dept. of Technical and Adult Education
Cynthia Clanton	Administrative Office of the Courts
Deborah Johannes	Georgia Regional Transportation Auth.
Chaplain Susan Bishop	Dept. of Corrections
Charles Lawrence	Dept. of Transportation
Tara Burks	Dept. of Community Health
Foy Stevenson	Dept. of Human Resources
W.S. Nicholson	Dept. of Natural Resources
Louis Eldridge	Dept. of Consumer Affairs
Priscilla Zachery	Pardons & Paroles
Insurance Compliance Section	Dept. of Motor Vehicle Safety
Kevan Farrell	Dept. of Defense
Dianne Patterson	Secretary of State

## HEROISM NOMINEES

Name	Agency
Yvonne Cuthbert	Georgia Bureau of Investigation
Mike Bloulin	Georgia World Congress Center Auth.
Bessie Mosley	Georgia Building Authority
Sergeant W.M. Ellis, II	Dept. of Public Safety
Larry Brown	Dept. of Corrections
Ricky Brown	Dept. of Transportation
Elizabeth Brady	Dept. of Community Health
Luis Narimatsu	Dept. of Labor
Chris Cross	Georgia Finance Commission
Gabe Gaddis	Dept. of Natural Resources
James Coursey	Dept. of Defense
Jermaine Moorer	Dept. of Juvenile Justice
Jerrie Lynn Dean	Dept. of Motor Vehicle Safety
GA Nurses Respond to Hurricane Frances	Dept. of Human Resources

Name	Agency
Hollis Dyer	Georgia World Congress Center Auth.
TFC Clint Brantley	Dept. of Public Safety
Corporate Safety Committee	Dept. of Corrections
Sharon Conrad	Dept. of Human Resources
Raymond Samuel	Dept. of Motor Vehicle Safety

## INNOVATIONS/SUGGESTIONS NOMINEES

Name	Agency
Kirk Canty	Georgia Bureau of Investigation
Jeff Maile	Georgia Merit System
Katy Pando	Georgia World Congress Center Auth.
Gene Quinn	Dept. of Corrections
Michelle Green	Dept. of Human Resources
Maris Wynn	Dept. of Community Affairs
Budget/Personnel Development Team	Pardons & Paroles
Jeffrey Boyles	Dept. of Defense
Sandy Bond, Kathleen O'Neal, Carol Tims	Secretary of State
Roger Minshew, William Bass	
Alfred Walls, Rodney Humphries	Dept. of Transportation
Information Technology Enterprise	
Systems Technical Team	Dept. of Motor Vehicle Safety

## TEAM NOMINEES

Name	Agency
Georgia Environment Facilities	Georgia Environmental Facilities Auth.
Authority Team	Georgia World Congress Center Auth.
Deputy Trainers	Georgia Student Finance Invest. Comm.
Accounting Division	Dept. of Public Safety
Headquarters Communication Center	Dept. of Technical and Adult Education
Identification Security Team	Dept. of Corrections
Probation Operations-SSU Counseling Team	Dept. of Transportation
TIMS Development Team	Dept. of Community Health
Hospital Services Unit	Dept. of Human Resources
OCSE Medical Insurance Project Team	Dept. of Community Affairs
Winning Water Planning & Implementation	Dept. of Natural Resources
Coastal Resources	Pardons & Paroles
Field Operations Management Team	Dept. of Defense
165th Airlift Wing Fire	Dept. of Motor Vehicle Safety
Region 8 Law Enforcement	
Secretary of State Postcard/	
Renewal/IVR Team	Secretary of State
Planning & Programs Team	Governor's Office of Highway Safety

## COMMUNITY SERVICE NOMINEES

Name	Agency
Alex Volodorsky	Georgia Student Finance Invest. Comm.
Jim Hyde	Georgia Building Authority
Donnie Smith	Dept. of Public Safety
Rebecca Hill	Dept. of Technical and Adult Education
Stephen Jackson	Dept. of Corrections
Albert Smith	Dept. of Transportation
Stephanie Taylor	Dept. of Community Health
Brenda Edward	Dept. of Human Resources
Carolyn Harrison	Public Service Commission
Upson County Unit	Georgia Forestry Commission
Lynda Dukes	Dept. of Defense
Sgt. Bobby Brewers & Sergeant Massey	Dept. of Motor Vehicle Safety

## HUMANITARIAN NOMINEES

Name	Agency
Customer Service & Comm./Marketing	Georgia Merit System
Greg Garren	Georgia World Congress Center Auth.
Roy Jackson	Dept. of Public Safety
Mary Ellen Proffitt Barnes	Dept. of Corrections
Gary Millsaps	Dept. of Transportation
Mercedes Walker	Dept. of Labor
Hershey Tabile	Dept. of Human Resources
Gary Roberts	Georgia Forestry Commission
Shalandra Robertson	Pardons & Paroles
Shannon Byrd	Dept. of Motor Vehicle Safety
Catoosa County Court Service Office	Dept. of Juvenile Justice



**INNOVATIONS/SUGGESTIONS AWARD***Georgia Bureau of Investigations*

of a year, it is estimated that more than 500 services will be cancelled, saving the state thousands of dollars in supplies and time.

*Kirk Canty*

Mr. Kirk Canty was recognized for adding two major online features to the Laboratory Information Management System to streamline communication between staff and their customers. The first feature eliminated numerous phone calls that failed to reach the appropriate lab staff and provided a mechanism to document customer requests. The second feature of the website allows prosecutors to cancel laboratory service requests if the service is no longer needed due to case dismissal or adjudication. Over the course

of a year, it is estimated that more than 500 services will be cancelled, saving the state thousands of dollars in supplies and time.

**TEAM AWARD***Department of Community Affairs*

Chattahoochee-Flint river basins participated in the day-long festival held at Columbus State University on March 23, 2004.

*Winning Water Planning & Implementation Team*

Winning Water Planning & Implementation Team (Lynn Cobb, Kanika Greenlee, and Leigh Askew) were recognized for creating and achieving Winning Water: 2004 ACF Children's Water Festival, the first water festival in Georgia that included children based on the watershed in which they live.

Through their leadership, well over \$50,000 in cash and in-kind contributions were raised from sponsors and more than 1,200 fourth graders in the Apalachicola-

**COMMUNITY SERVICE AWARD***Department of Community Health*

Stephanie Taylor was recognized for serving as a volunteer over the past eight years at Southwest Christian Hospice and Hope House, a facility for health care services for the unique needs of terminally ill patients and their families. Her volunteer work includes spearheading fundraising campaigns, providing patient assistance and support, participating in community outreach efforts and providing general administrative office support.

*Stephanie Taylor***HUMANITARIAN AWARD***Georgia Department of Transportation*

Gary Millsaps was recognized for his response to those decimated in the December 26, 2004, tsunami in the Indian Ocean. Gary traveled to one of the hardest hit areas near Banda Ache in Indonesia. Millsaps helped those in desperate need despite potential dangers of extremist rebels, 100-degree temperatures with 85 percent humidity, and the added hardships of sleeping in tents, waiting until nightfall for the water to cool enough to shower, and no refrigerator or ice.

*Gary Millsaps***INNOVATIONS/SUGGESTIONS - HONORABLE MENTION***Michelle Green*

Michelle Green was recognized for improving housekeeping and laundry processes for greater efficiency and further cost savings to the state of Georgia. Since the time she became director of the housekeeping department in June 2003, she has presented numerous suggestions that have resulted in saving the agency over \$85,000.

DHR - Southwestern State Hospital

*Elizabeth Brady*

Elizabeth (Liz) Brady was recognized as a major contributor to the overall strategic direction of DCH in leading the disease management procurement. This project not only has an immediate budgetary impact, but also has long-range impact potential.

Department of Community Health

**TEAM AWARD - HONORABLE MENTION***Probation Operations-SSU Counseling Team*

GDC Specialized Supervision Unit Counseling Team was recognized for work that resulted in over 10,000 treatment hours, 650 counseling sessions and 5,830 related contacts. This team consists of five counselors, Patricia Dague-Creech, Stacey Grant-Williams, Nathaniel Davis, Clinton Miles, Temekia Bailey and one secretary, Debra Crewshaw.

Georgia Department of Corrections

*165th Airlift Wing Fire & Emergency Services*

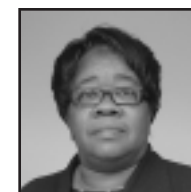
The 165th Airlift Wing Fire Department was recognized for the rescue of two civilian contractors who had become incapacitated due to lack of oxygen while working in a concrete manhole. Upon arrival it was obvious that time was critical if either man was to survive. Using individual strengths, ingenuity and resourcefulness they were undaunted in their rescue efforts and overcame numerous obstacles.

Georgia Department of Defense - NOT PICTURED

**COMMUNITY SERVICE - HONORABLE MENTION***Carolyn Harrison*

Carolyn Harrison was recognized for her work through the Salvation Army in a branch called "Women's Home League," which serves women who are in transition...transition to a new life from a life of drugs, alcohol, abuse, homelessness, prison, etc. Harrison organizes programs such as "Dress for Success," and "Interviewing and Job Search Skills," drawing on the talents of others.

Georgia Public Service Commission

*Rebecca Hill*

Rebecca Hill was recognized for her community service as a volunteer with the Georgia Firefighters Burn Foundation for 19 years, a volunteer for Camp Oo-U-La which is Georgia's only camp for burn injured children for ages 6-17; and the teens and young adult program called Counselors in Training, a program that prepares participants for roles as adult leaders when they turn 21 years of age.

Georgia Department of Technical and Adult Education

**HUMANITARIAN - HONORABLE MENTION***Mary Ellen Proffitt Barnes*

Officer Mary Ellen Proffitt Barnes was recognized for providing a home and love as a foster parent to the mentally challenged, both men and woman, ranging from 17 to 65.

GA Department of Corrections - NOT PICTURED

*Herculano Tabile*

Herculano Tabile was recognized for dedicating his life and personal resources to helping others in the US and his native country, the Philippines.

DHR, Central State Hospital





**LEADERSHIP AWARD***Georgia Department of Defense**Rufus Smith*

Mr. Rufus Smith was recognized as an outstanding counselor who utilized his well-honed leadership skills and communication prowess to form the best of seven teams at the Georgia National Guard's Youth Challenge Academy, Fort Stewart, Georgia campus. His creation and implementation of a "Peer Review" process assisted the Academy in proactively identifying behavior problems, allowing for intervention measures resulting in fewer cadets being referred for discipline or dismissal.

**LEADERSHIP - HONORABLE MENTION***Jennie Deese*

Jennie Deese was recognized for her outstanding leadership of the GeorgiaCares program, which included the program expansion, dedication to providing information to consumers, and successful collaboration in the Medicare Rx campaign.

**DHR - Division of Aging Services***Craig Southern*

Craig Southern was recognized for his leadership contributions at the national, state, and organizational levels. Southern developed and delivered leadership and management training for motor vehicle employees across the United States through his participation in the American Association of Motor Vehicle Administrators.

**Georgia Department of Motor Vehicle Safety****CUSTOMER SERVICE AWARD***DHR, Central State Hospital**Foy Stevenson*

Foy Stevenson was recognized for his innovative approach to teaching adults, children and adolescents who have profound intellectual disabilities, sensory deficits, and nursing care needs enabling them to make progress by leaps and bounds over the past year. This is evident by the multiple awards he has received. Stevenson was named employee of the quarter in his division and has also received the Exceptional Children's Professional Excellence Award twice for Central State Hospital.

**CUSTOMER SERVICE - HONORABLE MENTION***Diane Patterson*

Diane Patterson was recognized for her development of an in-house photo process for licensees and applicants to assist the customer and generate retained revenue for the division.

**Office of the Secretary of State***Lisa Weaver-Johnson*

Ms. Lisa Weaver-Johnson was recognized for outstanding customer service to Georgia's law enforcement community prior to and during the G-8 Summit. She worked 10-14 hour days and on weekends from April through June performing work and providing assistance that was well beyond her job responsibilities.

**Georgia Bureau of Investigations****SAFETY AWARD***Department of Corrections**Corporate Safety Team*

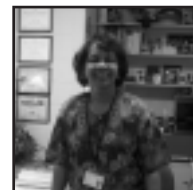
The Corporate Safety Team was recognized for their multi-faceted approach in collecting and analyzing data, reviewing work processes, job safety analysis and training that resulted in the reduction of total accidents, incidents and illnesses by 40 percent over fiscal year 2003 and are being maintained to date this fiscal year. Georgia Correctional Industries team members include: Brian Stanford, Dwayne Howard, Dave Hess, Gerry Barron, Paul Croft, Ray Yawn, Steve, Spivey, Larry Defloria, Barbara Ray and Lynda Fink

**SAFETY - HONORABLE MENTION***Sharon Conrad*

Sharon Conrad was recognized for her dedication and hard work in safety education for children, their parents and caregivers and professionals throughout the state. She has devoted time at work, as well as countless personal hours, to protect Georgia's children from serious and fatal injuries in car crashes.

**DHR, Division of Public Health Injury Prevention***Hollis Dyer*

Hollis Dyer was recognized for assisting the training department of the Georgia World Congress Center to develop and facilitate Workplace Safety sessions focusing on blood pathogens, infection prevention, and proper clean-up of biohazard spills.

**Georgia World Congress Center****HEROISM AWARD***Georgia Bureau of Investigations**Yvonne Cuthbert*

Yvonne Cuthbert was recognized for her heroic actions on October 13, 2004 when she intervened, at personal risk, on the pit bull dog attack of a 10-year-old girl and a 3-year-old boy. The dog grabbed the little girl, biting her on her arm and she fell to the ground. The dog then attacked the girl's younger brother, biting him in the head and face. With unbelievable strength, Cuthbert grabbed the dog by the mouth, causing it to attack her when she lost her balance and fell. Another church member used his martial arts skills to rescue Yvonne and chase away the dog.

**HEROISM - HONORABLE MENTION***James Coursey*

James Coursey was recognized for his heroic actions on 1 July 2004. Risking personal injury, Coursey rescued two civilian contractors who had become incapacitated due to lack of oxygen while working in a concrete manhole.

**Georgia Department of Defense***Larry Brown*

Larry Brown was recognized for an unselfish act as Volunteer Fire Chief for the city of Abbeville that saved the life of a police officer. On the morning of October 14, 2004, Brown found an unconscious police officer in a burning vehicle near his residence. Brown, with the assistance of a bystander, was able to extricate the officer from the burning vehicle before the fire was extinguished by the fire department.

**Georgia Department of Corrections - NOT PICTURED**



## EMPLOYEE SUGGESTION PROGRAM

*Kerry Michael Gore*  
**Kerry Michael Gore** of the Department of Transportation was awarded \$4,237.00 and a certificate of commendation for the implementation of an access database of all records in the district utilities permit log books and log records throughout the state. Implementation of this suggestion has begun in four out of seven of the district offices. It improved the effectiveness of the Right of Way Offices and minimizes the time required to research old records when dealing with prior rights issues and requests for open-records. The cost-savings benefit of Mr. Gore's suggestion resulted in a total savings of \$42,378.69 to research a prior right claim/open records request.

*Doris Lorraine Berry*  
**Doris Lorraine Berry** of the Department of Community Health was awarded a monetary award of \$3,650.00 and a certificate of commendation for her suggestion concerning the implementation of an electronic document management system. Implementation of this suggestion reduced the space required to store paper files, and the use of the copier, supplies and paper for responding to document requests. It also freed up approximately 90% of one full time clerk who is currently responsible for filing and copying of the records. The benefits of Ms. Berry's suggestion resulted in improved customer service, greater staff productivity and increased document security.

*Lila Marie Johnson*  
**Lila Marie Johnson** of the Georgia Forestry Commission was awarded \$589.00 and a certificate of commendation for her suggestion of discontinuing the returnable deposit and to begin renting items such as dibbles and backfire torches for a minimal fee on a daily basis during planting and burning season. This suggestion improved customer service by eliminating potential abuse, and created equal access for all customers to the equipment. This suggestion resulted in a tangible savings and the estimated revenue for the first year was \$5,893.00 for the agency.

## GOVERNMENT SPOTLIGHT

## The Office of State Administrative Hearings



The Office of State Administrative Hearings (OSAH) provides an independent forum for resolving disputes between the public and state agencies. OSAH was created in 1994 as a quasi-judicial body within the executive branch of state government. Its purpose is to help insure the integrity of decisions made by state officials regarding the rights, benefits or privileges of private citizens, such as the denial of food stamps, the suspension of a driver's license, or the issuance of a land-fill permit. The OSAH administrative appeal process is designed to confirm that State agency decisions are in compliance with applicable statutes and rules. Before OSAH, agency decisions such as these were reviewed by the agency decision makers. With the creation of OSAH, the state legislature provided Georgia with a structure for independent and impartial review of disputed agency decisions.

OSAH receives over 300 types of cases from agencies through state government. Some examples of the cases decided by OSAH Administrative Law Judges include environmental permits, professional licensing complaints, special education matters, labor and employment issues, election disputes, real estate, tax and consumer fraud issues as well as appeals for matters relative to public assistance determinations and child support commitments. Once a case is referred to OSAH, a hearing is scheduled immediately and a notice is sent out to the complainant within 24 hours. The average case is scheduled for hearing and resolved by the issuance of a written decision in less

than five (5) weeks.

With an average caseload of two thousand cases monthly, OSAH administrative law judges conduct hearings in each of the state's 159 counties. Chief State Administrative Law Judge Lois Oakley says the hearings are best described as an opportunity for the State of Georgia to listen to citizens with complaints about State agency decisions. Hearings are conducted in generously donated space in county courthouses, municipal buildings and State agency offices. When circumstances dictate, hearings are also held in unconventional locations such as a bedroom or a nursing home bedside. Many of the cases before OSAH judges involve parties who are not represented by counsel, and OSAH judges are skilled at creating an environment so that both parties can explain their case.

Georgia is one of twenty-six (26) states with the central panel model of administrative adjudication. Although the very first central panel model was created by California in 1945, Georgia has one of the largest central panels in the country as measured by the breadth of case types. Since Georgia passed its legislation in 1994, several other states have followed suit. In the next few years, it is anticipated that most, if not all, of the states will employ the central panel model because of the efficiency and impartiality it contributes to the provision of due process for citizens. The breadth of OSAH's jurisdiction continues to grow as state agencies discover the value of the independent, impartial reviews provided by the OSAH administrative hearing process.

Georgia has received national recognition for its innovative approaches to administrative adjudication. The Office of State Administrative Hearings is nationally

recognized for its performance excellence and for the professionalism of its staff. In 2004, OSAH was the recipient of Focus Recognition and the Jim Kelly Leadership Award for leadership in the use of the Georgia Oglethorpe (Baldrige) Criteria for Performance Excellence from the Georgia Oglethorpe Award Process.

Judge Oakley has served as the chief state administrative law judge for OSAH since 2000. She has more than 30 years of legal experience in both public and private sectors.

## The Office of State Administrative Hearings

www.osah.georgia.gov OR 404-657-2800

**Chief State Administrative Law Judge:** Lois F. Oakley

**Number of Employees:** 40

**Mission:** To enhance public trust in the integrity of state government by providing an independent forum for resolving disputes between the public and state agencies in a fair, respectful, timely, and professional manner.

**Recognition and Accomplishments:**

Featured in the Georgia Bar Journal, "Administrative Law Judges 'Ride the Circuit' to Provide Georgians with a Day in Court"

Recipient of Georgia Oglethorpe Award Focus Recognition

Highlighted in the Journal of Organizational Excellence, "From Bureaucracy to Meritocracy and Customer Focus: A Georgia State Agency Reinvents Itself"

Recipient of the Jim Kelly Leadership Award, presented for leadership in using the Georgia Oglethorpe (Baldrige) Criteria for Performance Excellence

## PARENTS NOT FAMILIAR WITH TEEN DRIVING RESTRICTIONS



DDS License Examiner  
Julius Johnson

The Department of Driver Services (DDS), formerly Georgia Department of Motor Vehicle Safety, urges parents of newly registered drivers to know the rules of the road for teens. A recent survey showed that the passenger and curfew restrictions for young drivers are unknown or misunderstood by many parents.

On-the-road test appointments are mandatory for those under the age of eighteen who have

held a learner's permit for one year and one day.

A recent survey of parents calling the DDS reservation system to secure appointments for their children showed twenty percent were not aware of the midnight to 6:00 am curfew for Class D license holders. Twenty percent of those surveyed did not know that a Class D driver may not have any passengers in the vehicle that are not family members for the first six months that they are licensed. Fifty percent of those asked did not know that after the first six months a Class D driver may not have more than three passengers in the vehicle under the age of 21 who

are not immediate family members.

A newly passed law requires all drivers under the age of 18 to be enrolled in high school, graduated from high school, enrolled in a state approved home school program or must be working to achieve a GED. Many traffic or school conduct infractions are mandatory license suspensions. A student can have no more than ten unexcused school absences to obtain or keep a learner's permit or driver's license.

For more information check the DDS website: [www.dds.ga.gov](http://www.dds.ga.gov).



## Managing Relationships To Retain Productive Employees

### Conflict at Work? The Answer Is Here!



2005 Mediation Class: Standing L to R: GMS Division Director - Mustafa Aziz, Donita Browning, Elizabeth Jones, Lloyd Romans, Lisa Deaton, Program Coordinator - Sam Clonts, Miriam Jackson, Don LaFrenier, GMS Instructor/Trainer - Donna Denman, Trainer - Thomas Prince. Seated L-R: Mary Pierce, Shakendra Stewart, Diadra Malone, Amanda Nelson, Lorraine Farr, Veleta Hamilton

Unresolved conflicts in the workplace can cause employees to dread going to work and to be less productive once there. Because many employees spend more awake time with supervisors and co-workers than with their families, relationships at work take on greater importance. Like other relationships, conflicts at work are to be expected.

Building and maintaining successful relationships at work is not always easy to do. Consider mediation when other efforts have failed. Mediation can be an effective tool for building effective relationships in the workplace. Mediation is a confidential process that seeks to resolve conflicts by providing a neutral third party to assist disputing parties in restoring a key element - positive communication - to their relationship. Mediation is suitable for resolving conflicts with co-workers and/or supervisors, because it allows both parties the opportunity to be heard.

Typically, mediation sessions result in signed

agreements, developed by the parties with the assistance of the mediator. Because communication in mediation provides insight into each party's point of view, it can be considered successful even when no agreement is signed.

The state of Georgia's Dispute Resolution Service has a great track record of resolving disputes and restoring relationships. The program has 25 well-trained mediators who travel statewide to help resolve conflicts that eat away at production and job satisfaction. Typically, private-sector mediators costs hundreds of dollars per hour, with each participant paying a portion. Dispute Resolution Service is provided at no cost to state employees involved in employment-related conflicts.

To request this service, contact your Human Resources or Personnel Office. For more information about Dispute Resolution Service and what it can do for you, contact Sam Clonts of the Georgia Merit System at (404) 656-2660 or by e-mail at [sclonts@gms.state.ga.us](mailto:sclonts@gms.state.ga.us).



### Health Care Spending Accounts

**SAVE!  
SAVE!  
SAVE!**

**NEW!**

\*Now Health Care Spending Account Debit Card Care Flexible Spending Account (FSA) program, you'll receive a VISA Spending Account Card for purchases of eligible health care expenses such as prescriptions, medical, dental, or vision deductibles and co-payments.

The new Spending Account Card.

- Relieve you of the burden of paying for expenses from your personal bank account.
- Reduce the number of claims you file for reimbursement.
- Save you tax dollars on the health-related expenses

\*You must still keep receipts since some transactions may require validation.

If you have questions or comments regarding the Health Care Spending Account, you may contact SHPS at 1-800-893-0763 (press the \* key to speak with a benefits counselor) or visit online at [www.shps.net](http://www.shps.net).

## TECHNOLOGY TIPS

### Cell phones are not just for calling anymore

Maybe you've been lost on your way to an unfamiliar destination or maybe you are a sports buff that can't wait to get the latest scores. Many cellular vendors now offer you the luxury of using your cell phone to access email, receive news updates, listen to the radio or obtain weather or travel information. Surely, it was already ingenious to design a cell phone to take photographs, record a video, or to play a game, but now, the World Wide Web could also be available by your cellular service provider. The various options now available on this compact technological device - sometimes small enough to be hidden in a front shirt pocket - continues to change how the world defines convenience. And while these features may come in handy for many, they can be a waste of time and resources if the only objective in having the cell phone is for emergencies.

The reality is that some people buy cell phones to keep for "emergency use only." Unfortunately, many buy the phone with built-in monthly rates or service fees that are not necessary. In many instances, a basic cell phone can be used to call 911 in the event of an emergency - without a monthly contract or a need for prepaid service. Whether you have a telephone number, or not, or whether

you have signed up for service, or not, your cell phone should allow you to connect to 911. FCC requirements state that all cell phones, regardless of the status of service should be able to dial 911. This is true for analog (the old, thick cell phones) or digital (the new, slim phones). You can also buy cell phones, digital or analog, for less than \$25. In many areas, you can place other calls as well. Test this by dialing a friend's number and see what happens. You may get an operator who will offer to place the call for you and bill your credit card. The call may cost as much as \$3/minute. You can use this if you have a flat tire or similar roadside emergencies. In some areas, if you press 0 (zero) or dial a number, an operator will answer and ask if you want to make a credit card call. Of course, in many areas, no connection will be made.

Another idea is to consider reprogramming the phone. The reprogramming enables the cell phone to make credit card calls as well. Reprogramming is convenient if you want to be able to call roadside assistance, the police, or a friend.

You don't need to keep the cell phone, charged to recharge it. Purchase a car charger. When you need it, just plug the phone into your car's cigarette lighter, turn it on, dial 911, and it will work.

## WELLNESS

### The Benefit of Magnesium

Did you know that the mineral Magnesium plays a key role in healthy living? The mineral is necessary for more than 300 biochemical reactions in the body, according to medical researchers. Studies show magnesium could help to regulate blood pressure. A lack of magnesium has been common in people with diabetes and osteoporosis. The new U.S. Department of Agriculture food pyramid was designed to increase Magnesium's intake in a recommended diet. You can intake more Magnesium by increasing fruits, nuts and vegetables to your diet. According to health experts, most Americans are short on magnesium, which is an essential part of good health. (For informational purposes only.)



# Congratulations to these dedicated state retirees

Submitted by Employees' Retirement System

February 2005					
Name	Years of Service	Department			
Allgood, Thomas G	34 yrs 00 mths	Ga. Dept. of Natural Resources	Flowers, Rocie Lee	35 yrs 01 mths	DHR - DFACS
Anderson, Andreane T	34 yrs 02 mths	Ga. Dept. of Natural Resources	Flythe, Rebecca Welch	20 yrs 02 mths	DHR - Public Health
Anderson, Betty B	21 yrs 05 mths	Ga. Dept. of Labor	Forehand, Blanche E	21 yrs 09 mths	Ga. Dept. of Labor
Andrews Sr., Gary L	30 yrs 01 mths	Ga. Dept. of Transportation	Fowler, Ronnie G	34 yrs 01 mths	Ga. Dept. of Transportation
Bailey, Ronald E	34 yrs 01 mths	Ga. Dept. of Natural Resources	Fowler, Roger H	34 yrs 00 mths	Ga. Dept. of Transportation
Baker, Ronald Douglas	13 yrs 09 mths	Ga. Dept. of Transportation	Gay, Linda D	10 yrs 01 mths	Ga. Dept. of Human Resources
Baldwin, Sylvia J	13 yrs 05 mths	DHR - DFACS	Gibson, Marjorie Anne	30 yrs 00 mths	DHR - DFACS
Bean Sr, Charles P	32 yrs 09 mths	Ga. Dept. of Corrections	Gillespie, Harold C	30 yrs 00 mths	Ga. Dept. of Natural Resources
Beasley, Louise G	12 yrs 11 mths	Ga. Dept. of Human Resources	Gourley, Elisha L	15 yrs 05 mths	Ga. Dept. of Corrections
Beck, Patricia	26 yrs 06 mths	Superior Courts of Georgia	Green, Iola	14 yrs 01 mths	Ga. Dept. of Education
Bennett, Harry Downing	16 yrs 09 mths	Ga. Dept. of Corrections	Guined, Edward E	21 yrs 11 mths	CSB-Albany
Bentley, Emmett James	23 yrs 03 mths	Ga. Dept. of Public Safety	Hahn, Stephen H	30 yrs 00 mths	Georgia Technology Authority
Blackshear, Peggy S	34 yrs 01 mths	DHR - Public Health	Haley, Connie L	11 yrs 08 mths	Ga. Dept. of Labor
Blount, Mary T	14 yrs 07 mths	Ga. Dept. of Natural Resources	Haney, Linda Arlene	11 yrs 04 mths	Ga. Dept. of Human Resources
Boatfield, J Lynn	25 yrs 02 mths	Dept. of Juvenile Justice	Hardeman, Janyth P	34 yrs 00 mths	DHR - DFACS
Boggs, Cynthia B	34 yrs 01 mths	DHR - DFACS	Haynes, James M	34 yrs 01 mths	Dept. of Juvenile Justice
Bohlen, Kay B	28 yrs 02 mths	DHR - DFACS	Henderson, Jack H	11 yrs 11 mths	Conversion Company Default
Booth, Faye	21 yrs 05 mths	Tax Officials	Hilson, Virginia H	34 yrs 00 mths	Ga. Dept. of Human Resources
Borja, Rosemarie B	12 yrs 04 mths	Ga. Dept. of Human Resources	Holley, Elizabeth B	21 yrs 02 mths	CSB-GA Highlands
Born, Mable Marian	34 yrs 03 mths	Dept. of Technical & Adult Ed.	Holloway, John T	34 yrs 01 mths	Ga. Dept. of Human Resources
Britton, Donna W	34 yrs 00 mths	DHR - DFACS	Hon, Larry T	34 yrs 06 mths	Ga. Dept. of Natural Resources
Brooks, Thomas Perry	10 yrs 00 mths	Ga. Dept. of Corrections	Hopkins Jr, John D	25 yrs 02 mths	Ga. Dept. of Corrections
Brown, Pearlie Mae	22 yrs 06 mths	DHR - Public Health	Hullett, Juanita E	34 yrs 01 mths	Ga. Dept. of Transportation
Brown, Melvin	10 yrs 02 mths	Ga. Dept. of Transportation	Hunsinger, Emerson James	12 yrs 00 mths	Dept. of Juvenile Justice
Bryan Jr, Grady T	34 yrs 00 mths	Ga. Dept. of Transportation	Ingram, Fred	23 yrs 09 mths	Ga. Dept. of Corrections
Buice, Jo P	26 yrs 00 mths	Superior Courts of Georgia	Ivester, Janet Kay	34 yrs 00 mths	North Ga Technical College
Busbee, Glenda P	34 yrs 02 mths	Ga. Dept. of Labor	Johns, Nancy J	34 yrs 01 mths	Ga. Dept. of Natural Resources
Bynes, Patricia H	27 yrs 04 mths	CSB-Coastal	Johnson, Angela J	34 yrs 00 mths	DHR - DFACS
Carey, Xanthene S	34 yrs 02 mths	Georgia Technology Authority	Joiner, James Edward	34 yrs 01 mths	Ga. Dept. of Agriculture
Carey, Velida	25 yrs 05 mths	Ga. Dept. of Human Resources	Kelley, Robert Michael	31 yrs 01 mths	DHR - Public Health
Carter, Dorothy J	34 yrs 00 mths	Ga. Dept. of Human Resources	Kelly, Jean Slatter	23 yrs 01 mths	Ga. Dept. of Human Resources
Chapman, Leonard	15 yrs 05 mths	Ga. Dept. of Corrections	Kilmer, Arlo Raymond	10 yrs 03 mths	Ga. Dept. of Admin. Services
Chappelear, Edward Harrison	17 yrs 01 mths	DHR - Public Health	Landry, Janice L	32 yrs 04 mths	Ga. Dept. of Labor
Childs, Charlie D	30 yrs 00 mths	Ga. Dept. of Human Resources	Lane, Sandra Gail	29 yrs 10 mths	Ga. Dept. of Agriculture
Cichon, Robert A	30 yrs 00 mths	Ga. Dept. of Human Resources	Larkey, William F	34 yrs 00 mths	Ga. Dept. of Corrections
Clark, Gail E	34 yrs 00 mths	Ga. Dept. of Labor	Lawson, Bobby W	34 yrs 02 mths	Ga. Dept. of Transportation
Cobb, Frances P	10 yrs 00 mths	Ga. Dept. of Labor	Leverett, Mary M	34 yrs 00 mths	Ga. Dept. of Corrections
Coker, Omer R	17 yrs 02 mths	Ga. Dept. of Corrections	Levine, Joseph	34 yrs 00 mths	Ga. Dept. of Labor
Collins III, George B	23 yrs 07 mths	Admin. Office of the Courts	Lewis, Samuel Joseph	10 yrs 04 mths	Ga. Dept. of Public Safety
Cone, Charles R	26 yrs 00 mths	Ga. Dept. of Corrections	Lively, G Gail	34 yrs 01 mths	Ga. Dept. of Human Resources
Connell, Carolina M	34 yrs 00 mths	Ga. Dept. of Human Resources	Logan, Betty Jane	29 yrs 01 mths	Ga. Dept. of Human Resources
Cooks, Lenola Laverne	27 yrs 07 mths	Ga. Dept. of Human Resources	Mack, Elaine C	34 yrs 03 mths	Ga. Dept. of Transportation
Couch, William L	30 yrs 00 mths	Georgia Forestry Commission	Manley, Betty Elaine	34 yrs 07 mths	DHR - Public Health
Cowan, James D	17 yrs 06 mths	Ga. Dept. of Corrections	Martin, Milton L	34 yrs 00 mths	Ga. Dept. of Labor
Cox, Geraldine M	34 yrs 01 mths	CSB-GA Highlands	Maxwell, Lottie F	24 yrs 03 mths	Ga. Dept. of Human Resources
Crowe, Markey L	28 yrs 08 mths	Ga. Dept. of Labor	Mayo, Jannifer P	34 yrs 00 mths	Ga. Dept. of Labor
Cullars, Charlie L	34 yrs 00 mths	Ga. Dept. of Transportation	McClure, Janice E	23 yrs 01 mths	Ga. Dept. of Human Resources
Davenport, Ervin	34 yrs 00 mths	Ga. Dept. of Human Resources	McElveen, Marie E	12 yrs 08 mths	State Board Pardons & Paroles
Davis, Willie L	34 yrs 00 mths	Ga. Dept. of Human Resources	Mead, Hazel E	34 yrs 01 mths	DHR - Public Health
Davis, Herbert Alan	30 yrs 00 mths	George L. Smith II - GWCCA	Means, Rita F	34 yrs 00 mths	Ga. Dept. of Corrections
Delk, Barbara J	23 yrs 06 mths	DHR - DFACS	Miller, Judy M	34 yrs 01 mths	Ga. Dept. of Natural Resources
Denson, Clyde	15 yrs 05 mths	Ga. Dept. of Transportation	Mills, Paula M	34 yrs 03 mths	DHR - DFACS
Dorminey, Lorene T	21 yrs 03 mths	Tax Officials	Mimbs, James W	25 yrs 05 mths	Ga. Dept. of Human Resources
Dowdy, Victoria K	24 yrs 03 mths	Ga. Dept. of Human Resources	Mitchell, Patsy Joyce	18 yrs 00 mths	Ga. Dept. of Admin. Services
Duke, Larry T	34 yrs 02 mths	GA Dept of Banking & Finance	Momon, Patricia A	13 yrs 07 mths	Ga. Dept. of Motor Veh. Safety
Dukes, William A	10 yrs 05 mths	Ga. Dept. of Corrections	Moody, Georgia	14 yrs 03 mths	Tax Officials
Dunbar, Nellie M	31 yrs 02 mths	Ga. Dept. of Labor	Moon, Ruby Dean	27 yrs 07 mths	CSB-Albany
Dunsmore III, Roy Leslie	18 yrs 02 mths	Ga. Dept. of Public Safety	Moore, Johnnie C	19 yrs 03 mths	Ga. Dept. of Corrections
Duprow, Dorothy B	15 yrs 05 mths	Ga. Dept. of Labor	Moore Jr., Homer Isaac	34 yrs 01 mths	Ga. Dept. of Agriculture
Durden, Edward F	22 yrs 00 mths	Ga. Dept. of Human Resources	Morgan, Stanley Lanier	11 yrs 02 mths	Ga. Dept. of Corrections
Eckles Jr, Robert D	34 yrs 02 mths	Ga. Dept. of Transportation	Morris, Alan H	34 yrs 01 mths	Ga. Dept. of Labor
Eden, Michael J	18 yrs 08 mths	Ga. Dept. of Public Safety	Morris, Roy A	34 yrs 00 mths	Ga. Dept. of Natural Resources
Farley, Elsie Pearl	29 yrs 03 mths	DHR - DFACS	Morris, Raymond C	21 yrs 02 mths	Ga. Dept. of Transportation
Flow, Joseph L	20 yrs 02 mths	Ga. Dept. of Corrections	Mosley, Joann M	20 yrs 04 mths	Ga. Dept. of Human Resources
			Mullis Jr, L.Neil	34 yrs 00 mths	Ga. Dept. of Labor
			Newsome, Larry J	34 yrs 07 mths	Ga. Dept. of Transportation
			Olivera, Alicia	13 yrs 11 mths	DHR - Public Health
			O'Neal, Ronnie G	34 yrs 01 mths	Ga. Dept. of Transportation



# Congratulations to these dedicated state retirees

Submitted by Employees' Retirement System

Owens, Betty J	25 yrs 04 mths	Ga. Dept. of Labor
Page, Sybil Ann	10 yrs 00 mths	Dept. of Juvenile Justice
Parks, Loretta R	30 yrs 06 mths	Ga. Dept. of Corrections
Parrish, Robert E	34 yrs 00 mths	Ga. Dept. of Motor Veh. Safety
Patrick, William R	34 yrs 03 mths	Department of Revenue
Peppers, Joye P	34 yrs 01 mths	Ga. Dept. of Human Resources
Perry, Mattie L	34 yrs 00 mths	Ga. Dept. of Human Resources
Peterman, Robbie Sue	20 yrs 02 mths	Ga. Dept. of Transportation
Phillips, Roger E	30 yrs 00 mths	Ga. Dept. of Labor
Pike, Barbara C	34 yrs 02 mths	Ga. Dept. of Natural Resources
Pinkins, Tommy L Sr	34 yrs 00 mths	Ga. Dept. of Transportation
Pitts, Emory E	34 yrs 02 mths	RiverEdge Behavioral Hlth Cntr
Pollock, Barbara George	12 yrs 06 mths	Conversion Company Default
Poore, Merle Joan	34 yrs 01 mths	DHR - Public Health
Pope, Jeanette S	10 yrs 01 mths	Ga. Dept. of Education
Pritchett, Emily	34 yrs 00 mths	DHR - DFACS
Pullen, Laurianne H	34 yrs 00 mths	DHR - DFACS
Rhodes, Dorothy G	28 yrs 09 mths	DHR - Public Health
Rhodes, Roy Lee	14 yrs 03 mths	Ga. Dept. of Corrections
Richmond, Fred Bartow	34 yrs 00 mths	CSB-Middle Flint
Robbins, Bobby C	34 yrs 00 mths	CSB-Gwinn./Rockdale/Newton
Roberts, Henry Belle	34 yrs 00 mths	Ga. Dept. of Corrections
Roberts, Polly S	34 yrs 00 mths	CSB-Albany
Roberts, Constance B	10 yrs 00 mths	Ga. Dept. of Public Safety
Rogers, Diane W	24 yrs 06 mths	DHR - Public Health
Rooks, William N	34 yrs 01 mths	Ga. Dept. of Agriculture
Rose, Sharon A	16 yrs 04 mths	Ga. Dept. of Human Resources
Ruidera, Paz V	11 yrs 07 mths	Ga. Dept. of Human Resources
Saliba, Sammy Ray	15 yrs 07 mths	Ga. Dept. of Corrections
Scott, Kathreen H	30 yrs 00 mths	Ga. Dept. of Labor
Sellers, Deanna Y	12 yrs 02 mths	Ga. Dept. of Labor
Sellers, Judy E	11 yrs 05 mths	Ga. Dept. of Human Resources
Shedd, Patricia Anice	13 yrs 09 mths	Ga. Employees Retirement Sys.
Shehee, Judy G	34 yrs 00 mths	DHR - DFACS
Shields Sr, Marvin Barnett	10 yrs 09 mths	Ga. Dept. of Corrections
Siefert, Ruth Ann	15 yrs 09 mths	Conversion Company Default
Siegel, Sally Lynn	34 yrs 04 mths	Ga. Dept. of Human Resources
Simmons, Edward G	34 yrs 03 mths	Ga. Dept. of Human Resources
Smith, Helen	34 yrs 01 mths	Ga. Dept. of Labor
Smith, Rebecca Lynn	14 yrs 01 mths	Quitman Co. DFCS
Spradley, Kathryn C	34 yrs 00 mths	Ga. Dept. of Transportation
Stanley, Irene M	34 yrs 00 mths	Ga. Dept. of Human Resources
Stephenson, Teresa A	34 yrs 06 mths	DHR - DFACS
Strickland, Julia R	34 yrs 07 mths	DHR - DFACS
Stubbs, Bobby B	34 yrs 00 mths	Ga. Dept. of Natural Resources
Stynchcomb, Charisse D	14 yrs 02 mths	DHR - DFACS
Thompson, Patricia S	34 yrs 01 mths	DHR - DFACS
Tillman, Shirley G	27 yrs 08 mths	Department of Revenue
Turk, Ken R	28 yrs 02 mths	Ga. Dept. of Human Resources
Turner, Thomas L	34 yrs 00 mths	Ga. Dept. of Transportation
Vaughn, Beverly M	17 yrs 01 mths	DHR - Public Health
Walker, Debra L	34 yrs 00 mths	Ga. Dept. of Transportation
Walters, Ouida L	27 yrs 07 mths	Ga Dept of Motor Veh. Safety
Wheelin, Maureen Elaine	34 yrs 00 mths	Ga. Dept. of Human Resources
Wheelous, Elbert	34 yrs 03 mths	Ga. Dept. of Natural Resources
Whitener, Mary Ardelle	14 yrs 09 mths	CSB-Lookout Mountain
Williams, Christine D	28 yrs 03 mths	Ga. Dept. of Human Resources
Williams, Donna Tuttle	12 yrs 02 mths	Ga. Dept. of Human Resources
Willis, Catherine M	34 yrs 01 mths	Ga. Dept. of Human Resources
Winchester, Walter Thomas	11 yrs 00 mths	Ga. Dept. of Corrections
Wood, Betty Ann	34 yrs 01 mths	DHR - Public Health
Wright, James L	34 yrs 01 mths	Ga. Dept. of Human Resources
Wright, Alton D	34 yrs 00 mths	Ga. Dept. of Transportation
Wright, Donna N	30 yrs 00 mths	Ga. Dept. of Education
Wright, Dennis J	26 yrs 06 mths	GA Federal-State Inspection Se
York, Virginia C	30 yrs 11 mths	Ga. Dept. of Labor
Ziegler, Michael R	34 yrs 01 mths	Ga. Dept. of Human Resources

March 2005		
Name	Years of Service	Department
Adams III, Raymond R	15 yrs 01 mths	Ga. Dept. of Natural Resources
Allen, Phillip M	34 yrs 00 mths	Ga. Dept. of Transportation
Alvis, Ramona F	21 yrs 09 mths	Ga. Dept. of Human Resources
Anderson, George W	18 yrs 00 mths	Ga. Dept. of Community Health
Arthur Jr, Kenneth L	20 yrs 04 mths	Ga. Dept. of Human Resources
Barrett, Diane C	23 yrs 08 mths	Tift Co. PH
Beecher, David L	34 yrs 00 mths	Ga. Dept. of Agriculture
Bentley, Katrina A	17 yrs 01 mths	Ga Dept of Motor Veh. Safety
Bland, Mary A	28 yrs 09 mths	Ga. Dept. of Human Resources
Blanton, Judith A	24 yrs 03 mths	Ga. Dept. of Labor
Blizzard, James H	34 yrs 00 mths	Ga. Dept. of Transportation
Bohannon, Michael F	34 yrs 03 mths	Ga. Dept. of Public Safety
Bradford, Maggieleen	27 yrs 02 mths	Superior Courts of Georgia
Bray, Billy E	15 yrs 08 mths	Ga. Dept. of Human Resources
Brooks, Ronald D	34 yrs 00 mths	Ga. Bureau of Investigation
Brown, Debby	34 yrs 01 mths	Ben Hill Co. DFCS
Brown, Lonnie Mac	25 yrs 07 mths	Ga. Dept. of Labor
Brown, Roger O	21 yrs 01 mths	Ga. Dept. of Corrections
Bryant, William H	34 yrs 00 mths	Dept. of Juvenile Justice
Buchanan, Martha	25 yrs 02 mths	Ga. Dept. of Labor
Burrell, Naomi F	26 yrs 08 mths	Ga. Dept. of Corrections
Burt, Keith M	25 yrs 10 mths	Ga. Dept. of Natural Resources
Canady, Jane	11 yrs 04 mths	Ga. Dept. of Corrections
Cantrell, Doris R	36 yrs 01 mths	Ga. Dept. of Human Resources
Carnes, Opal A	18 yrs 11 mths	Department of Revenue
Carroll, Rosa B	34 yrs 00 mths	Ga. Dept. of Human Resources
Casper, Michael E	34 yrs 00 mths	Ga. Dept. of Human Resources
Caudell, Janice A	34 yrs 05 mths	Franklin Co. DFCS
Cheek, Diann B	34 yrs 00 mths	Dodge Co. DFCS
Clark, Joyce	18 yrs 08 mths	CSB-GA Highlands
Coker, Jefferson D	34 yrs 00 mths	State Board Pardons & Paroles
Colley, Cynthia L	34 yrs 00 mths	Ga. Dept. of Human Resources
Colon, John	14 yrs 06 mths	Ga. Dept. of Corrections
Conner, Steve K	12 yrs 05 mths	Ga. Dept. of Transportation
Connors, Sheila A	16 yrs 07 mths	Superior Courts of Georgia
Cooper, Consentena S	28 yrs.	Dept. of Juvenile Justice
Cottle, Charles F	34 yrs 00 mths	Ga. Dept. of Transportation
Covington, Marie E	35 yrs 09 mths	Ga. Dept. of Human Resources
Crawford, Leonard W	19 yrs 07 mths	Ga. Dept. of Human Resources
Crouch, Donald	34 yrs 00 mths	Gwinnett Co. PH
Davis, Cora	34 yrs 02 mths	CSB-New Horizons
Davis, Thomas E	34 yrs 00 mths	Ga. Dept. of Transportation
Davis, Gail L	34 yrs 00 mths	Thomas-Grady Svc. Ctr.
Dishroon, Peggy M	23 yrs 09 mths	CSB-Gwinnett/Rockdale/Newton
Duncan, Elizabeth B	19 yrs 08 mths	Ga. Dept. of Corrections
Dunham, Elaine G	25 yrs 02 mths	Long Co
Durance, Glenda S	17 yrs 00 mths	Jackson Co. PH
Durrence, John J	34 yrs 06 mths	Ga. Dept. of Public Safety
Ellerbee Jr, Harold A	34 yrs 01 mths	Ga. Dept. of Public Safety
Eskew, Sue M	15 yrs 11 mths	CSB-Ogeechee
Everett, Curtis	34 yrs 08 mths	Ga. Dept. of Labor
Fennell, Dennis M	34 yrs 01 mths	Ga. Dept. of Labor
Flanders, Diane H	24 yrs 06 mths	Ga. Dept. of Corrections
Floyd, Jenelle F	29 yrs 01 mths	CSB-Middle Georgia
Folk, Virgil V	17 yrs 08 mths	Ga. Dept. of Human Resources
Forrester, Dickey P	34 yrs 00 mths	Ga. Dept. of Transportation
Foust, Shirley R	34 yrs 00 mths	Ga. Dept. of Labor
Gibbs, Faye F	30 yrs 02 mths	Laurens Co. DFCS
Glass, Betty J	30 yrs 02 mths	Ga. Dept. of Human Resources
Graves, Ellene S	28 yrs 05 mths	Ga. Dept. of Human Resources
Gresham, Mable C	31 yrs 07 mths	Ga. Dept. of Human Resources
Griner, George D	34 yrs 00 mths	Ga. Dept. of Transportation
Hackney, Linda A	34 yrs 01 mths	Ga. Dept. of Labor
Hamrick, Faye W	19 yrs 03 mths	Whitfield Co. PH



# Congratulations to these dedicated state retirees

Submitted by Employees' Retirement System

Handberry, Marie J	11 yrs 09 mths	Ga. Dept. of Labor	Roy, Patricia A	10 yrs 10 mths	Ga. Court of Appeals
Harris, James D	30 yrs 02 mths	Ga. Correctional Industries	Sanders, Jan M	20 yrs 04 mths	Ga. Dept. of Corrections
Harris, Mary W	25 yrs 00 mths	CSB - Oconee	Scott, Queen E	13 yrs 01 mths	Ga. Dept. of Corrections
Harris, Earl G	20 yrs 03 mths	Ga. Dept. of Corrections	Sheffield, Vivian Joyce	20 yrs 08 mths	Laurens Co. PH
Hartley, Nancy E	30 yrs 05 mths	Department of Revenue	Skinner, Martha E	25 yrs 01 mths	Ga. Dept. of Human Resources
Hencely, Sonja A	25 yrs 07 mths	GA Dept of Banking & Finance	Smith, Mary J	10 yrs 01 mths	Henry Co. PH
Henderson, Mary B	31 yrs 03 mths	Ga. Dept. of Labor	Sorrells, Annette G	34 yrs 00 mths	Ga. Dept. of Human Resources
Herrington, James E	28 yrs 06 mths	Ga. Dept. of Transportation	Stephens, Jacquelyn Elaine	21 yrs 04 mths	Dept. of Juvenile Justice
Holsey Jr, Clifford W	29 yrs 02 mths	Ga. Dept. of Human Resources	Strathern, Johnnie CR	10 yrs 00 mths	Ga. Dept. of Human Resources
Howard, Ann	34 yrs 00 mths	Ga. Dept. of Human Resources	Tew, Mary Ann	22 yrs 00 mths	Ga. Dept. of Corrections
Huie Jr, Christopher D	34 yrs 01 mths	Ga. Dept. of Transportation	Tillotson, Bertie J	31 yrs 04 mths	Putnam Co. DFCS
Hulett, Patricia W	10 yrs 00 mths	Ga. Dept. of Corrections	Townsend, Elizabeth B	15 yrs 03 mths	Ga. Dept. of Labor
Janssen, Carla	13 yrs 02 mths	Ga. Dept. of Human Resources	Trafton, Virginia M	14 yrs 09 mths	CSB-Middle Georgia
Jarrell, Janice E	34 yrs 00 mths	State Board Pardons & Paroles	Trippe Jr, Willie	12 yrs 03 mths	Ga. Dept. of Corrections
Johnson, Mary Jane	34 yrs 00 mths	Carroll Co. DFCS	Vaughn, Charles R	20 yrs 01 mths	Office of Comm. of Insurance
Johnson, George F	28 yrs 01 mths	State Board Pardons & Paroles	Vining Sr, Charlie F	34 yrs 00 mths	Ga. Dept. of Transportation
Jones, Josie E	10 yrs 00 mths	Ga. Dept. of Corrections	Wall Jr, James H	34 yrs 00 mths	Ga. Dept. of Corrections
Kaiser, Michael A	30 yrs 00 mths	Office of Planning and Budget	Wallace, Mary A	28 yrs 11 mths	Office of Planning and Budget
Kesler, Wendell M	10 yrs 00 mths	Georgia Technology Authority	Ward, Nettie M	15 yrs 01 mths	Ga. Dept. of Human Resources
King, Sandra	29 yrs 08 mths	Ga. Dept. of Labor	Weaver, Millie D	34 yrs 00 mths	Thomas-Grady Svc. Ctr.
Kirkland, Dorthy J	34 yrs 01 mths	Ga. Dept. of Corrections	Weems, Rosalind D	35 yrs 04 mths	Floyd Co. DFCS
Kirkland, Claudia	14 yrs 01 mths	Tax Officials	Welch, Sarah B	22 yrs 09 mths	Ga. Dept. of Human Resources
Koon, James A	29 yrs	Georgia Dept. Tech & Adult Ed	Westberry, Aaron C	34 yrs 00 mths	Georgia Forestry Commission
Law, Charles E	34 yrs 03 mths	Ga. Dept. of Transportation	Westbrook, George C	34 yrs 00 mths	Ga. Dept. of Audits
Lewis, Ora J	34 yrs 00 mths	CSB-DeKalb County	West-Willis, Delieta R	34 yrs 00 mths	Ga. Dept. of Natural Resources
Lewis, Jimmy Lee	21 yrs 07 mths	Ga. Dept. of Human Resources	Whitfield, Virginia O	31 yrs 02 mths	Ga. Dept. of Education
Lewis, Daniel D	10 yrs 00 mths	DHR - DFACS	Williams, Diane E	12 yrs 03 mths	CSB-McIntosh Trail
Liggins, Christeen	34 yrs 00 mths	Ga. Dept. of Human Resources	Wilson, June C	31 yrs 03 mths	Dept. of Juvenile Justice
Lowery, Nona L	34 yrs 02 mths	Ga. Dept. of Labor	Wingfield III, Marion M	34 yrs 00 mths	Ga. Dept. of Human Resources
Lyons, Earl	17 yrs 04 mths	Ga. Dept. of Corrections	Woodall, Raymond E	27 yrs 10 mths	Ga. Dept. of Corrections
Marks, Carolyn G	34 yrs 00 mths	Ga. Dept. of Labor	Woodruff, Terry L	34 yrs 00 mths	Ga. Dept. of Transportation
Marlow Sr, GWB	15 yrs 05 mths	Ga Dept of Motor Veh. Safety			
Martin, Gary Hugh	34 yrs 00 mths	Ga. Dept. of Corrections			
McClinton, Lawrence E	10 yrs 00 mths	Dept. of Juvenile Justice			
McConnell, Lyndell D	29 yrs 04 mths	Ga. Dept. of Corrections			
McCook, Rebecca C	21 yrs 04 mths	Conversion Company Default			
McGahee, Gail	2 yrs 09 mths	Dept. of Corrections			
McGowen, Mitchell T	18 yrs 10 mths	Glynn Co. PH			
Merkle, Junie A	29 yrs 02 mths	Ga. Dept. of Human Resources			
Millhollin, Sandra M	39 yrs 03 mths	Ga. Dept. of Human Resources			
Moore, Frances R	25 yrs.	Ga. Dept. of Education			
Morris, Bernard Franklin	19 yrs 03 mths	Georgia Technology Authority			
Mosley, William Edward	16 yrs 03 mths	Ga. Dept. of Corrections			
Nelson, Lester G	34 yrs 00 mths	Georgia Forestry Commission			
Nguyen-Tuong, Luc	10 yrs 01 mths	Ga. Dept. of Human Resources			
Orr, Joyce M	16 yrs 04 mths	Ga. Dept. of Corrections			
Page, George C	18 yrs 03 mths	Ga. Dept. of Corrections			
Pappas, Michael G	34 yrs 01 mths	Dept. of Juvenile Justice			
Parker, Thomas C	32 yrs 06 mths	Ga. Dept. of Corrections			
Parrish Jr., Roy Lee	24 yrs 02 mths	Ga. Correctional Industries			
Pearson Jr, Willie L	33 yrs 00 mths	Dept. of Juvenile Justice			
Perry, Eve E	32 yrs 01 mths	Washington Co. DFCS			
Perry, Mary S	14 yrs 05 mths	Georgia Department of Law			
Peryea, Phyllis J	25 yrs 01 mths	Ga. Dept. of Human Resources			
Phelps, Willie L	32 yrs 10 mths	Ga. Dept. of Transportation			
Poppell, Brenda D	23 yrs 09 mths	Decatur Co. PH			
Price, Patricia T	34 yrs 00 mths	Ga. Bureau of Investigation			
Raines, Margie	13 yrs 05 mths	CSB-Lookout Mountain			
Reeves Sr, Lester K	17 yrs 05 mths	Ga. Dept. of Corrections			
Reid, Jack E	34 yrs 01 mths	Ga. Dept. of Natural Resources			
Riley, LaJuana	14 yrs 05 mths	Ga. Dept. of Corrections			
Roberts, Michael R	23 yrs 08 mths	Ga. Bureau of Investigation			
Roberts, Wanda	17 yrs 06 mths	Ware Co. PH			
Robinson, Susan G	34 yrs 01 mths	CSB-DeKalb County			
Robinson, Lynn W	34 yrs 00 mths	Ga. Dept. of Human Resources			
Rochelle, William J	12 yrs 05 mths	Ga. Dept. of Education			
Rodgers, Terry D	31 yrs 01 mths	Ga. Dept. of Corrections			
Rowan Jr, James W	27 yrs 10 mths	Ga. Dept. of Transportation			

April 2005

Name	Years of Service	Department
Adams, Robert	30 yrs 11 mths	Ga. Dept. of Corrections
Andrews, Ethelene H	34 yrs 00 mths	Ga. Dept. of Admin. Services
Arroyo, Beryl F	30 yrs 00 mths	CSB-McIntosh Trail
Auderski, Hanna LH De	19 yrs 00 mths	Ga. Dept. of Labor
Avera, Harvey Randal	14 yrs 03 mths	Ga. Dept. of Corrections
Awtrey, Reginald W	34 yrs 00 mths	Department of Revenue
Axley, Barbara Jannette	28 yrs 04 mths	Ga. Dept. of Human Resources
Barnes, Mary A	28 yrs 02 mths	Ga. Dept. of Human Resources
Bell, Alice Ann	16 yrs 04 mths	DHR - DFACS
Bennett, Donald Lee	34 yrs 01 mths	Georgia Forestry Commission
Bohler, Cindy Mitchell	26 yrs 03 mths	CSB-Pineland Area MH
Booth, Robert J	10 yrs 09 mths	Ga. Dept. of Human Resources
Bowen, Patsy Tison	18 yrs 01 mths	Ga. Dept. of Human Resources
Brooks, Pamela G	30 yrs 01 mths	Georgia Forestry Commission
Brooks, Carol Luvenia	21 yrs 02 mths	DHR - DFACS
Bryson, Ann Marie	34 yrs 01 mths	Ga. Dept. of Labor
Bussey-Bowman, Katherine L	34 yrs 00 mths	Ga. Dept. of Labor
Butler, Brenda P	34 yrs 00 mths	Ga. Dept. of Human Resources
Campbell, Evelyn Jean	11 yrs 03 mths	DHR - DFACS
Cannon, Jeanette H	20 yrs 03 mths	Ga. Dept. of Corrections
Cathcart, John S	31 yrs 04 mths	Georgia Technology Authority
Chandler, Peggy A	15 yrs 07 mths	Ga. Dept. of Human Resources
Choy, Sharon F	34 yrs 01 mths	Ga. Dept. of Transportation
Cochran, Paul J	27 yrs 00 mths	Department of Revenue
Coffee, Thomas Marvin	34 yrs 00 mths	Ga. Dept. of Corrections
Collins Sr, David L	27 yrs 03 mths	Ga. Dept. of Transportation
Cornell, Jonathon David	16 yrs 02 mths	Ga. Dept. of Corrections
Crawford, Brainard	34 yrs 00 mths	CSB - Oconee
Daniels, Nancy Carolyn	16 yrs 06 mths	DHR - DFACS
Daniels, Jennifer T	14 yrs 01 mths	Ga. Dept. of Natural Resources
Davis, Calvin Cornealus	14 yrs 11 mths	Ga. Dept. of Corrections



# Congratulations to these dedicated state retirees

Submitted by Employees' Retirement System

Davison, Charley L	17 yrs 02 mths	Ga. Dept. of Corrections
Dewberry, Kenneth R	34 yrs 00 mths	Ga. Dept. of Transportation
Dockery, Patricia W	11 yrs 03 mths	Ga. Dept. of Admin. Services
Dunn, Joni Moncrief	34 yrs 03 mths	Ga. Dept. of Labor
Ellison, Carl Allen	34 yrs 00 mths	Ga. Dept. of Agriculture
Fields, Charlotte Viola	34 yrs 00 mths	Ga. Dept. of Motor Veh. Safety
Flowers, Beauford	31 yrs 05 mths	CSB-Middle Flint
Forbes, Robbie J	34 yrs 00 mths	DHR - Public Health
Furman, Lyubov	10 yrs 01 mths	Ga. Dept. of Labor
Gladin, Wilber A	22 yrs 02 mths	Ga. Dept. of Corrections
Gooch, Susan J	34 yrs 01 mths	Ga. Dept. of Human Resources
Graves, Lynda Kay T	34 yrs 00 mths	Ga. Dept. of Public Safety
Griffin, Brenda James	29 yrs 09 mths	Ga. Dept. of Agriculture
Griffin, David H	18 yrs 11 mths	State Board Pardons & Paroles
Grimes, Janice M	28 yrs 10 mths	Ga. Dept. of Labor
Grimes, Kay J	17 yrs 05 mths	Ga. Dept. of Corrections
Hale, Amy L	28 yrs 11 mths	Ga. Dept. of Human Resources
Hancock, Kenneth W	35 yrs 02 mths	Ga. Dept. of Public Safety
Hardy, E Al	22 yrs 10 mths	Ga. Dept. of Labor
Hardy Jr, John R	36 yrs 07 mths	Ga. Dept. of Public Safety
Harris, Mary Nancy	15 yrs 04 mths	Ga. Dept. of Corrections
Harris, Sarah Jackson	13 yrs 06 mths	DHR - DFACS
Harrison, Fred Coleman	16 yrs 00 mths	Ga. Dept. of Agriculture
Hinds, Gloria	32 yrs 09 mths	Ga. Dept. of Motor Veh. Safety
Holloway, Malcom David	16 yrs 01 mths	Ga. Dept. of Transportation
Hopper, Wayne	34 yrs 04 mths	Ga. Dept. of Human Resources
Horne, Marshal A	34 yrs 01 mths	Ga. Dept. of Motor Veh. Safety
Hulsey, Catherine C	34 yrs 00 mths	Ga. Dept. of Transportation
Ingram, Mary Frances	12 yrs 05 mths	Dept. of Juvenile Justice
Johnson, Dorothy M	34 yrs 01 mths	Ga. Dept. of Human Resources
Johnson, Sharon C	34 yrs 00 mths	Ga. Dept. of Natural Resources
Johnson, Annie P	28 yrs 04 mths	Ga. Dept. of Human Resources
Johnson, Steve A	25 yrs 04 mths	Georgia Building Authority
Jones, Jane C	34 yrs 00 mths	DHR - DFACS
Jones, Edward Lamar	28 yrs 03 mths	Dept. of Juvenile Justice
Jones, Walter A	20 yrs 00 mths	Georgia Building Authority
Jordan, Edward L	34 yrs 00 mths	Ga. Dept. of Transportation
Kavanaugh, Mark E	34 yrs 00 mths	Ga. Dept. of Transportation
Keaton Jr, Spence	18 yrs 01 mths	Ga. Dept. of Corrections
Kelsey, Cameron	34 yrs 01 mths	Dept. of Juvenile Justice
Kendrick Jr, Ike	13 yrs 09 mths	CSB-Albany
Kennerly, June Elise	25 yrs 00 mths	Ga. Dept. of Transportation
King, Howard Curtis	17 yrs 05 mths	Ga. Dept. of Transportation
Kinsey, Wesley Lavon	25 yrs 05 mths	Dept. of Juvenile Justice
Kirkland, Rebecca N	23 yrs 10 mths	CSB-Pineland Area MH
Kohler, Harrison W	34 yrs 04 mths	Georgia Department of Law
Lane, Lynda S	34 yrs 00 mths	DHR - DFACS
Lewis, Mary B	30 yrs 04 mths	Ga. Dept. of Natural Resources
Lifsey, George Richard	17 yrs 00 mths	Ga. Dept. of Corrections
Liggins, Margaret	29 yrs 08 mths	Ga. Dept. of Human Resources
Lively, Donald B	24 yrs 02 mths	Ga. Dept. of Motor Veh. Safety
Long, Robert A	34 yrs 00 mths	Georgia Forestry Commission
Lowe, Ola Belle	30 yrs 03 mths	Ga. Dept. of Human Resources
Madaris, Betty N	13 yrs 09 mths	CSB-Lookout Mountain
Maltese, Rosanne B	31 yrs 04 mths	DeKalb Co. DFCS
Martin, John	34 yrs 01 mths	Ga. Dept. of Human Resources
Martin, Sara A	20 yrs 11 mths	DHR - DFACS
Maye III, Peter R	23 yrs 01 mths	Ga. Dept. of Natural Resources
Mays, Angelia	34 yrs 00 mths	Ga. Dept. of Human Resources
Mays, Tonia G	23 yrs 02 mths	Monroe Co. DFCS
McCrary, Rufus T	34 yrs 00 mths	Ga. Dept. of Corrections
McDaniel, Mary Lou	10 yrs 04 mths	DHR - DFACS
McMurtrey, Amy C	34 yrs 00 mths	Ga. Dept. of Education
McQuaig, Roger R	30 yrs 01 mths	Ga. Dept. of Corrections
Meeks, Jack T	34 yrs 00 mths	Ga. Dept. of Human Resources
Melnik, Deborah W	30 yrs 00 mths	DHR - DFACS
Middleton, Joey L	34 yrs 00 mths	Ga. Dept. of Transportation
Mikell, Betty Ann	31 yrs 03 mths	Ga. Dept. of Corrections

Morrow, Betty J	27 yrs 08 mths	DHR - DFACS
Mullins, Paul V	34 yrs 08 mths	Ga. Dept. of Transportation
Musgrove, Julia P	34 yrs 01 mths	Ga. Dept. of Corrections
Nelms, Edward	19 yrs 00 mths	Ga. Dept. of Transportation
Netland, Lance Alfred	20 yrs 08 mths	CSB-DeKalb County
Newman, Kathleen H	28 yrs 00 mths	Ga. Dept. of Corrections
Nixon, Judy L	34 yrs 04 mths	Ga. Dept. of Corrections
Norris, John Powel	22 yrs 06 mths	Ga. Dept. of Agriculture
Ogletree, Terrell	34 yrs 00 mths	Ga. Dept. of Corrections
Parks, Carolyn E	11 yrs 04 mths	DHR - DFACS
Phelps, William Lee	34 yrs 04 mths	Ga. Dept. of Human Resources
Phillips, Wayne L	31 yrs 07 mths	Ga. Dept. of Motor Veh. Safety
Phillips, Linda C	20 yrs 10 mths	Ga. Dept. of Human Resources
Pitman, Donna P	31 yrs 03 mths	Ga. Dept. of Corrections
Purmort, Donna L	25 yrs 01 mths	Ga Dept of Motor Veh. Safety
Ramey, Laura A	19 yrs 08 mths	Ga. Dept. of Human Resources
Redding, Annie J	30 yrs 06 mths	Ga. Dept. of Human Resources
Reynolds, Carmen G	28 yrs 00 mths	DHR - DFACS
Roberson, Clinton	34 yrs 01 mths	Georgia Forestry Commission
Roberts, Hosea James	11 yrs 03 mths	Ga. Dept. of Corrections
Robinson, Henri Yvonne	25 yrs 04 mths	Ga. Dept of Community Health
Robinson, Jackie Lamar	15 yrs 00 mths	DHR - DFACS
Rodgers, Emmett Perry	21 yrs 01 mths	Ga. Correctional Industries
Rogers, Jeanie C	26 yrs 07 mths	Ga. Dept. of Human Resources
Rose, Eunice G	25 yrs 05 mths	Ga. Dept. of Human Resources
Sanford, Vickie C	27 yrs 09 mths	Ga. Dept. of Human Resources
Sewell, Rudolph	20 yrs 07 mths	Ga. Dept. of Labor
Shearin, Amelia Darlene	29 yrs 01 mths	Ga. Dept. of Corrections
Shivers, Gwendolyn R	34 yrs 00 mths	Ga. Dept. of Motor Veh. Safety
Shook, Freddie R	20 yrs 07 mths	Ga. Dept. of Corrections
Smith, Raymond K	26 yrs 11 mths	State Board Pardons & Paroles
Smith, Cynthia Ford	15 yrs 10 mths	CSB-New Horizons
Smith, Robert Lee	12 yrs 11 mths	Ga. Dept. of Corrections
Stewart, Norma Joan	17 yrs 02 mths	Ga. Dept. of Corrections
Storey, Janet W	34 yrs 00 mths	Ga. Dept. of Labor
Strange, Alice Pearl	26 yrs 00 mths	Ga. Dept. of Human Resources
Strong, Susan Z	34 yrs 00 mths	DHR - DFACS
Thomasson, Thomas William	10 yrs 01 mths	Ga. Dept. of Agriculture
Thompson, Troy N	18 yrs 06 mths	Ga. Dept. of Agriculture
Turk, Barbara A	34 yrs 00 mths	Ga. Dept. of Human Resources
Veal, Timothy	12 yrs 04 mths	Ga. Dept. of Human Resources
Vickers, Earl J	34 yrs 00 mths	Ga. Dept. of Agriculture
Walker, Shirley A	27 yrs 00 mths	Ga. Dept. of Human Resources
Wansley, Jon R	30 yrs 00 mths	Ga. Dept. of Transportation
Waters, Mary E	29 yrs 00 mths	Ga. Dept. of Labor
White Jr, Thomas B	34 yrs 00 mths	Ga. Dept. of Corrections
Whitehead, Janice A	24 yrs 05 mths	Ga. Dept. of Labor
Williams, Dianne	34 yrs 03 mths	Ga. Dept. of Human Resources
Wilson, James R	34 yrs 00 mths	Office of Comm. of Insurance
Wilson, Lloyd Emmitt	12 yrs 01 mths	Dept. of Juvenile Justice
Wood, Gladys K	15 yrs 02 mths	State Board Pardons & Paroles
Wright, Timothy Doyle	10 yrs 09 mths	Ga. Dept. of Motor Veh. Safety
Wright, Rosemary M	10 yrs 06 mths	Ga. Dept. of Human Resources
Yarbrough, James Marcus	26 yrs 02 mths	Ga. Dept. of Defense
Younginer, Debi Lee	34 yrs 00 mths	Dept. of Technical & Adult Ed.
Zettler, Gail M	34 yrs 00 mths	Ga. Dept. of Corrections

May 2005

Name	Years of Service	Department
Adams, Lula B	34 yrs 00 mths	Ga. Dept. of Human Resources
Adams, Danny Farrow	12 yrs 03 mths	Ga. Dept. of Corrections
Alverson, Edward Traylor	35 yrs 00 mths	Ga. Dept. of Public Safety
Anderson, Robbie H	34 yrs 00 mths	Pulaski Co. DFCS
Arrington, Jim	32 yrs 00 mths	CSB-New Horizons



# Congratulations to these dedicated state retirees

Submitted by Employees' Retirement System

Baker, Sharon Foster	19 yrs 05 mths	Ga. Dept. of Human Resources	Hosley, Mary Alice	29 yrs 05 mths	Ga. Dept. of Human Resources
Baldwin, Robert E	25 yrs 00 mths	Ga. Dept. of Transportation	Hudson, Brenda C	26 yrs 01 mths	Ga. Dept. of Human Resources
Barnes, Marie M	34 yrs 00 mths	Forsyth Co. DFCS	Hudson, Woodrow W	10 yrs 11 mths	Ga. Dept. of Corrections
Batten, James R	11 yrs 03 mths	Jekyll Island State Park Found	Irby Jr, Edmondson J	17 yrs 08 mths	Ga. Dept. of Veterans Service
Battiato, Helen C. Wallace	29 yrs 07 mths	Muscogee Co. PH	Ivie Sr, James B	25 yrs 01 mths	Georgia Technology Authority
Battle, Ermagene	34 yrs 00 mths	Ga. Dept. of Transportation	Johnson, Barbara Gail	30 yrs 00 mths	Ga. Dept. of Corrections
Blackmon, Ronald Louis	25 yrs 01 mths	Ga Dept of Motor Veh. Safety	Jones, Elizabeth Ann	34 yrs 00 mths	Dept of Administrative Service
Blount, Betty V	11 yrs 11 mths	Ga Dept of Motor Veh. Safety	Jones, Beverley Arlene	11 yrs 07 mths	Ga. Dept. of Labor
Bostick, Thomas M	22 yrs 11 mths	Ga. Dept. of Admin. Services	Josey, Debra E	34 yrs 01 mths	Ga. Dept. of Transportation
Bouchard, Anne W	30 yrs 00 mths	Ga. Dept. of Human Resources	Justus, Freda Bradley	16 yrs 02 mths	Rabun Co. DFCS
Braddy, Barbara O	13 yrs 07 mths	Ga. Dept. of Labor	Keen, Jake Daniel	11 yrs 01 mths	Ga. Dept. of Corrections
Brendel, Hillard W	34 yrs 00 mths	Ga. Dept. of Transportation	Kennedy, Sylvia S	30 yrs 06 mths	Tattnall Co. DFCS
Brinson, Dorothy D	12 yrs 09 mths	Ga. Dept. of Corrections	Key, Betty J	12 yrs 08 mths	Ga. Dept. of Human Resources
Brown, Glenn L	34 yrs 00 mths	Ga. Dept. of Transportation	Kirby, Constance A	26 yrs 05 mths	Ga Dept of Motor Veh. Safety
Brown, Thomas J	18 yrs 11 mths	Ga. Dept. of Labor	LaFoy, Jane	34 yrs 00 mths	Ga. Dept. of Education
Brunson, Charlotte L	16 yrs 11 mths	CSB-GA Highlands	Larsen Jr., Jens E	30 yrs 03 mths	Ga. Dept. of Agriculture
Bryant, Larry Cullen	16 yrs 08 mths	Ga. Dept. of Corrections	Lawrence, Peggy W	34 yrs 04 mths	Hart Co. DFCS
Busby Jr, Robert W	34 yrs 07 mths	Dept of Economic Development	Lawrence, Effie G	34 yrs 00 mths	Ga. Dept. of Human Resources
Cannon, Helen L	14 yrs 08 mths	Ga. Dept. of Corrections	Leslie, Agustus D	34 yrs 00 mths	Georgia Forestry Commission
Cargile, Cecil A	14 yrs 05 mths	Ga. Dept. of Transportation	Locke Jr, Gary Winfred	11 yrs 10 mths	Ga. Dept. of Veterans Service
Carr, Sherry L	34 yrs 00 mths	Dept. of Juvenile Justice	Lovett, Velma V	16 yrs 09 mths	Ga. Dept. of Human Resources
Carson, Lonnie	34 yrs 00 mths	Ga. Dept. of Transportation	Lundy, Donald L	35 yrs 05 mths	Ga. Dept. of Public Safety
Carter, Susan P	34 yrs 00 mths	Ga. Dept. of Transportation	Maddox, Randall M	34 yrs 00 mths	Ga. Dept. of Labor
Carter, Mary Alice	30 yrs 00 mths	CSB-South Georgia	Martin, Ted P	34 yrs 00 mths	Ga. Dept. of Transportation
Cawley Jr, George J	34 yrs 01 mths	Dept. of Juvenile Justice	Martin, Harold Von	32 yrs 10 mths	CSB-New Horizons
Clark, Nina O	18 yrs 06 mths	Ga. Dept. of Corrections	Martin III, Joel Q	34 yrs 00 mths	Ga. Dept. of Labor
Clark, James	14 yrs 09 mths	Ga. Dept. of Corrections	Mayo, Joel Kenneth	34 yrs 00 mths	Ga. Dept. of Corrections
Collins, Deborah J	34 yrs 07 mths	Newton Co. PH	McBrayer Jr, Thomas C	34 yrs 00 mths	Ga. Dept. of Corrections
Combes, Patricia F	34 yrs 00 mths	Ga. Dept. of Human Resources	McDonald, Beverly T	15 yrs 04 mths	Ga. Dept. of Labor
Comer, Sandra E	34 yrs 00 mths	Ga. Dept. of Corrections	McNeely, Patricia A	34 yrs 00 mths	Richmond Co. PH
Cook, James Kenneth	21 yrs 03 mths	Ga. Dept. of Corrections	Meachum, Kenneth Bernard	21 yrs 02 mths	Ga. Dept. of Defense
Cook, Janice E	19 yrs 03 mths	CSB-Coastal	Mills, Charlotte M	26 yrs 05 mths	CSB-Cobb County
Crosby, Malinda	15 yrs 00 mths	Dept. of Juvenile Justice	Moody, Lonnie Alver	14 yrs 04 mths	Ga. Dept. of Corrections
Darby, Mary Louise	34 yrs 00 mths	Ware Co. PH	Moore, Diane C	30 yrs 00 mths	Ga. Dept. of Labor
Davis, Janet B	23 yrs 04 mths	Green Oaks-Moultrie	Morgan, Richard D	20 yrs 07 mths	Ga. Dept. of Human Resources
Dehart, Robert H	35 yrs 04 mths	Ga. Dept. of Human Resources	Morris, Clara B	34 yrs 00 mths	Ga. Dept. of Human Resources
Dennis, Sylvia L	32 yrs 09 mths	Toombs Co. DFCS	Morrow, Reubin B	30 yrs 02 mths	Ga. Dept. of Transportation
Dennis, Deborah D	30 yrs 01 mths	Ga Dept of Motor Veh. Safety	Mumford, Caroline G	23 yrs 06 mths	Ga. Dept. of Human Resources
Drake, Janis E	15 yrs 07 mths	CSB-Ogeechee	Murphy, Aljosie	34 yrs 03 mths	CSB-New Horizons
Eberhardt, Robert L	34 yrs 04 mths	CSB-Clayton County	Murray, Joan M	25 yrs 04 mths	State Board Pardons & Paroles
Edwards, Johnny Steven	34 yrs 00 mths	Ga. Bureau of Investigation	Neal, Sara M	16 yrs 05 mths	Ga. Dept. of Human Resources
Edwards, William Smets	20 yrs 09 mths	Georgia Forestry Commission	Nelms, Patsy Sikes	22 yrs 04 mths	Ga. Dept. of Corrections
Ellington, Frances C	34 yrs 00 mths	Dept of Community Health	Newell, J. Paul	10 yrs 11 mths	Ga. Dept. of Human Resources
Eubanks, Etta M	34 yrs 00 mths	Ga. Dept. of Human Resources	Oliver, Lois P	30 yrs 03 mths	Peach Co. PH
Fay, Carole B	25 yrs 01 mths	Ga Dept of Motor Veh. Safety	O'Neal, Jill	15 yrs 08 mths	Ga. Dept. of Corrections
Fennell, Tim	30 yrs 06 mths	Ga. Dept. of Corrections	Owens, Jennie S	34 yrs 00 mths	Ga. Dept. of Human Resources
Ford, Christina C	34 yrs 10 mths	DHR - DFACS	Owens, Helen F	30 yrs 00 mths	Thomas Co. DFCS
Fowler Sr, Samuel	34 yrs 01 mths	Ga. Dept. of Transportation	Palmer, Henry	34 yrs 00 mths	Ga. Dept. of Human Resources
Freeman, Bonnie Varina	14 yrs 00 mths	DHR - DFACS	Parker, Nellie B	14 yrs 06 mths	CSB-Middle Georgia
Frye, Rebecca L	34 yrs 00 mths	Georgia Technology Authority	Payton, Norma J	25 yrs 09 mths	Ga. Dept. of Human Resources
Garey, Bruce H	34 yrs 00 mths	Ga. Dept. of Transportation	Peacock, Joseph Daniel	15 yrs 11 mths	Ga. Dept. of Corrections
Garnigan, Donald L	28 yrs 00 mths	Ga. Dept. of Transportation	Pellitteri, Vito J	16 yrs 01 mths	Lowndes County Schools
Gill, Nedra A	27 yrs 02 mths	Georgia Forestry Commission	Perron, Maurice E	21 yrs 06 mths	Georgia Building Authority
Glasco, Phillippa L	18 yrs 01 mths	Ga. Dept. of Labor	Pettigrew, Nancy G	34 yrs 00 mths	Jasper Co. DFCS
Glaze, Clara Griffin	26 yrs 01 mths	General Assembly of Georgia	Phillips, Sadie W	23 yrs 04 mths	Department of Revenue
Godwin, Mary	30 yrs 00 mths	Ga. Dept. of Corrections	Pierson, Brenda S	28 yrs 06 mths	Ga. Dept. of Human Resources
Greenlee, M Elysia	34 yrs 00 mths	Ga. Dept. of Natural Resources	Redding, Elton Dale	16 yrs 09 mths	Ga. Dept. of Corrections
Greer, Gail	34 yrs 00 mths	Ga. Dept. of Human Resources	Reeves, Janice Lewis	34 yrs 00 mths	Ga. Dept. of Human Resources
Harden, Karen C	30 yrs 00 mths	CSB-DeKalb County	Roberts, Benny R	15 yrs 10 mths	Ga. Dept. of Transportation
Harden, Frances V	14 yrs 11 mths	Ga. Dept. of Human Resources	Rowell, Sylvia S	16 yrs 00 mths	Ga. Dept. of Public Safety
Hargrove, Ruby P	25 yrs 02 mths	Ga. Dept. of Corrections	Samuels, Bowler	34 yrs 00 mths	Ga. Dept. of Human Resources
Harris, Arlene G	14 yrs 04 mths	Ga. Dept. of Human Resources	Sapp, Faye R	34 yrs 00 mths	CSB-Satilla
Hatcher, Diane	34 yrs 00 mths	Ga. Dept. of Human Resources	Seals, Cora Bell	34 yrs 00 mths	Ga. Dept. of Labor
Hill, Herman	34 yrs 00 mths	Ga. Dept. of Corrections	Segars, Troy D	34 yrs 01 mths	Ga. Dept. of Transportation
Hill, Lutrena Brown	25 yrs 00 mths	DHR - BOCOP	Sexton, Thomas F	34 yrs 00 mths	Ga. Dept. of Human Resources
Hollomon, Stephen W	30 yrs 00 mths	CSB - Oconee	Sheriff, Donald E	15 yrs 05 mths	Ga. Dept. of Transportation
Hood, Paul Michael	34 yrs 00 mths	Ga. Dept. of Public Safety	Shope, Clevie R	34 yrs 00 mths	Ga. Dept. of Labor
Horton, Irene H	10 yrs 07 mths	Ga. Dept. of Corrections	Siddappa, Jalaja P	27 yrs 11 mths	DeKalb Co. PH



## Congratulations to these dedicated state retirees

Submitted by Employees' Retirement System

Smith, Doris M	34 yrs 01 mths	Dept. of Juvenile Justice
Smith, Clyde Copeland	29 yrs 01 mths	Ga. Dept. of Natural Resources
Smoot, Sharene L	19 yrs 10 mths	Thomas Co. DFCS
Standard, Linda T	26 yrs 07 mths	Ga. Dept. of Corrections
Stone, Cisro Rosevelt	19 yrs 11 mths	Ga. Dept. of Transportation
Taylor, Freddie	35 yrs 08 mths	Ga. Dept. of Public Safety
Taylor, Connie P	34 yrs 01 mths	Ga. Dept. of Labor
Taylor, Lucia D	24 yrs 05 mths	Ga. Dept. of Human Resources
Thomas, Alvin K	14 yrs 11 mths	Ga. Dept. of Corrections
Thomas Jr, James I	30 yrs 00 mths	Ga. Dept. of Labor
Thurmond, David G	26 yrs 09 mths	Ga. Dept. of Transportation
Travis, Eddie L	15 yrs 10 mths	Ga Dept of Motor Veh. Safety
Ussery, John Fredrick	11 yrs 07 mths	Ga. Dept. of Corrections
Wade, Beverly S	30 yrs 00 mths	Dept. of Juvenile Justice
Wall, Marietta F	18 yrs 05 mths	Ga. Dept. of Human Resources
Waller, Denise Gayle	28 yrs 09 mths	Ga. Dept. of Human Resources
Weldy Sr, Bobby C	35 yrs 05 mths	Ga. Dept. of Agriculture
White Sr, Charles H	14 yrs 10 mths	Ga. Dept. of Human Resources
Whitt, Mary Lou	10 yrs 02 mths	Ga. Dept. of Natural Resources
Williams, Retha	34 yrs 00 mths	Ga. Dept. of Labor
Williams, Lillie M.B	25 yrs 02 mths	Ga. Dept. of Human Resources
Williams, Carol G	19 yrs 02 mths	Ga. Dept. of Labor
Williams, David L	15 yrs 06 mths	Ga. Dept. of Corrections
Williamson, Sadie A	34 yrs 00 mths	Coffee Co. DFCS
Yarbrough, Connie K	34 yrs 00 mths	Ga. Dept. of Labor

## 2004-2005 State Charitable Contributions Program Awards

### Governor's Award Categories



9001 and up Employees  
**University of Georgia**



1001-9000 Employees  
**Georgia Institute of Technology**



101-500 Employees  
**Georgia Merit System**



1-100 Employees  
**Employees' Retirement**

Not pictured: 501-1000 Employees – Armstrong Atlantic State University

- **State Agency & University System Largest Increase in Contributions**  
Georgia Southern University  
Department of Transportation
- **Highest Level of Employee Participation**  
Atlanta Metropolitan College Georgia  
Commission on Equal Opportunity
- **Highest Increase in Percent of Participation**  
Georgia Student Finance Commission,  
and Savannah State University

### Commissioner's Award Categories

- These are the runners up for the Governor's awards in these employee population groups
- 1-100 employee  
Skidaway Institute of Oceanography  
Georgia Student Finance Commission

- 101-500 employees  
Dept. of Community Affairs, Georgia  
Public Telecommunications  
Commission, Office of Planning and  
Budget, Dept. of Banking and Finance,  
Dept. of Administrative Services and  
Dept. of Law

### Winners have the highest contribution per employee

- 501-1000 employees  
Georgia College and State University and  
Ga. Technology Authority
- 1001 to 9000 employees  
Georgia State University, Dept. of  
Technical and Adult Education and Dept.  
of Revenue
- 9001 and up  
Department of Human Resources

## TRAINING/WORKFORCE DEVELOPMENT

# CHANGE YOUR RESULTS BY CHANGING YOUR HABITS

We develop our habits from a variety of sources: the way we were raised, the way we see the world, the way others see us, our experiences, etc. Even when our habits, actions, or behaviors do not get us the results that we want, we continue doing them until we open our minds and find a better way to get the results we want. The 7 Habits of Highly Effective People®, a national best-seller by Dr. Stephen R. Covey, founder and chairman of Franklin Covey, Co., introduces ways to break ineffective patterns through practicing seven new behaviors that lead to effectiveness.

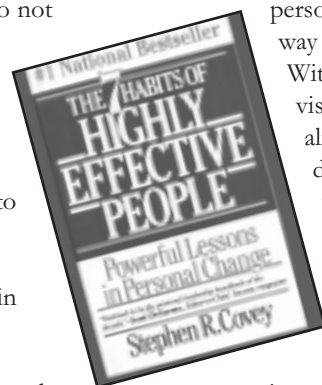
Effectiveness is the ability to get what you want in such a way that you can get it again and again and again. Effective organizations depend on effective people, so the habits begin on a very personal level and then expand to an interpersonal level. All of the habits reflect universal principles.

### Habit 1: "Be Proactive"

Take responsibility for your actions and the consequences that follow from those actions. Recognize that you are in control of your behaviors and your responses to all the stimuli that touch your life every day. The opposite of being proactive is being reactive, allowing the actions of others to dictate your responses. Being reactive means giving up control of your own behaviors, giving your power away. Proactive people realize that they make choices for their behaviors and responses by weighing the possible consequences of each action. Proactivity helps people and their organizations to accept new challenges and to achieve goals.

### Habit 2: "Begin With the End in Mind"

Beginning with the end in mind means setting goals and providing a direction in which to work. A personal mission statement is an excellent way to set goals for one's personal life. Within an organization, having a shared vision and mission unites employees and aligns individual, team, unit, division, department, and organization goals so that everyone is working toward a common purpose.



### Habit 3: "Put First Things First"

All too often, the things we find most important in life are pushed aside in favor of spending time on things that are urgent but not necessarily important. By exercising Habits 1 and 2, we know that we make the decisions that affect our lives and that we have a clear vision with prioritized goals for what we want to accomplish personally and professionally. We are then able to act on Habit 3 to be sure that we are working on the right things that will help us reach our goals.

### Habit 4: "Think Win-Win"

This is the first of the interpersonal habits and helps create the mindset of mutual benefit. Our society encourages the win-lose mindset in which one party wins (meets his needs) and the other loses (does not meet his needs). Thinking win-win throughout conflict resolution helps parties to be creative in problem-solving, to seek to meet the needs of all parties, and to break the win-lose habits that have been ingrained since childhood.

### Habit 5: "Seek First to Understand"

**Then to Be Understood** By practicing this habit, we learn to listen to the words and emotions of others so that we can better understand their positions. We can then be better understood when it is our turn to express our positions. Communication is enhanced, leading to more effective problem-solving.

### Habit 6: "Synergize"

This habit embodies the idea that "the whole is more than the sum of its parts." By exercising Habits 4 and 5, we seek mutual benefit and listen carefully to others. We are then able to celebrate the differences in the way we each see the world, in approaches, in opinions, in backgrounds, and in experiences. Our creativity is freed to allow us to come up with solutions that no one person would have come up with alone – resulting in synergy.

### Habit 7: "Sharpen the Saw"

In order to be effective, we must take care of ourselves in four dimensions of life: physical, mental, spiritual, and social/emotional. We must renew ourselves in order to continue to work toward our goals. Earlier, I mentioned that effectiveness is getting what you want in such a way that you can get it again and again and again. By continuously improving and renewing, we keep ourselves at the height of effectiveness personally and professionally.

By practicing the seven habits, you will see increased productivity and effectiveness for yourself and for your organization.

For information about registering for the Georgia Merit System course, "The Seven Habits of Highly Effective People", go to the GMS web-site at [www.gms.state.ga.us](http://www.gms.state.ga.us).



## Agencies exercise business continuity, disaster recovery plans

In an emergency, state agencies must work together to make sure essential services keep operating, and many of the state's larger agencies are already preparing for such an emergency by developing and exercising business continuity plans.

Several agencies took part in a facilitated review of their plans on June 20 to increase employee awareness and to identify areas for improvement. Participants included the Department of Community Affairs, Department of Human Resources' Mental Health Division, Georgia Merit System, Secretary of State's Office and State Board of

Workers' Compensation. Some agencies participated as observers, including the Department of Education, Department of Motor Vehicle Services, Board of Pardons and Paroles, Department of Technical and Adult Education, Office of Homeland Security, Georgia Emergency Management Agency, Office of State Administrative Hearings and Public Service Commission.

The "tabletop exercise" was a continuation of activities begun last year at the Digital Academy on Business Continuity and Disaster Recovery, which attracted 87 participants from 29 state agencies. The Georgia

Technology Authority (GTA) sponsored the Digital Academy and contracted with Southern Polytechnic State University (SPSU) in Marietta to oversee training.

Business continuity refers to the processes and procedures an organization puts in place to ensure essential functions continue during and after an emergency or disaster. The goal is to prevent the interruption of mission-critical services and to resume essential operations as soon as possible.

The exercise was facilitated by GTA, SPSU and KPMG, which provides risk management and

advisory services. GEMA provided funding.

"We walked through agency plans, validated processes and identified areas needing improvement," said James Price, who oversees GTA's business continuity and disaster recovery planning. "We focused on training and getting people familiar with their roles and responsibilities."

Agencies sent at least two representatives, one from business or program operations and another from IT operations. A report about the results of the tabletop exercise will be distributed to agencies, and they'll

also be given guidelines for conducting their own in-house exercises.

"The exercises need to be conducted and plans should be updated on a regular basis," Mr. Price said.

Several state agencies have formed an association to assist each other in developing business continuity and disaster recovery plans.

For more information about the association, contact James Price at 404-651-8421 or [jprice@gta.ga.gov](mailto:jprice@gta.ga.gov).

## MONEY MATTERS

### Work With Someone You Trust

- Is your retirement money invested properly?
- Will you have enough income in retirement?
- How will you pay for a child's education?
- Financially, what would happen to your family if you died?
- How will you pay for long-term care?



The MEMBERS Financial Services Program located at State Employees Credit Union has one objective: to help you reach your financial goals. We're here to help you make sound financial decisions consistent with your risk tolerance, investment time-lines and goals. The program works in cooperation with the State Employees Credit Union and complements the products and services the credit union makes available to you. Together we can provide a total package to help you realize your full financial potential. When it comes to insurance and investments, we understand the importance of a trusted partner. Contact Guy Cook, the MEMBERS Financial Services Representative serving SECU, at (404) 463-1895 for a no-cost, no-obligation appointment.

Representatives are registered through, and securities are sold through, CUNA Brokerage Services, Inc. (CBSI), member NASD/SIPC, 2000 Heritage Way, Waverly, Iowa 50677, toll-free (866) 512-6109. Insurance sold through licensed CUNA Mutual Life Insurance Company Representatives, and in New York, licensed insurance representatives of other companies. Nondeposit investment products are not federally insured, involve investment risk, may lose value and are not obligations of or guaranteed by the credit union.

## Reportmydriving.ga.gov to curtail accident claims



The Department of Administrative Services (DOAS) has a new web site to allow the public to report the driving practices of state employees who drive government vehicles. Drivers in Georgia can go to [www.reportmydriving.ga.gov](http://www.reportmydriving.ga.gov) to file complaints about government vehicle drivers. DOAS Commissioner Dana Russell said comments on courteous and conscientious state employees driving state vehicles are also encouraged. Complaints are tracked to ensure follow-up by the agencies involved. The site is a part of Governor Sonny Perdue's and the Commission for a New Georgia's plan for state agencies to use resources more appropriately and efficiently.

The program is voluntary; however, all state agencies, excluding law enforcement entities, are encouraged to affix bumper stickers advertising the program web site to their vehicles. The stickers are mandatory for DOAS vehicles. The initial order of 10,000 bumper stickers has been depleted and an additional order of 10,000 stickers has already been made. Stickers can be obtained by emailing [GAFleet@doas.ga.gov](mailto:GAFleet@doas.ga.gov).

According to Debra White, director of DOAS Support Services Division, the area that

manages the state's fleet services, DOAS is quite excited about the program.

"It is an initiative that we thought was important and felt the state would benefit from it."

According to Commissioner Russell, until now, there were no clearly defined methods to report and respond to complaints reported by motorists. Although the site was available to the public in April, a news conference to announce the site was held on the top deck of the Jesse Hill parking deck on June 13. Since the news conference, the site has had an increase in reporting activity.

The new program has the potential to decrease the state's annual accident claims, which have cost the state more than \$10.5 million since 2002. Statistics since 2002 show Georgia has paid \$10.5 million for more than 5,800 accident claims involving state vehicles. Since 2002, state drivers who rear-ended other motorists caused 623 accidents, costing the state approximately \$4 million. Failure to yield was the second most costly violation, causing 757 accidents and costing \$2 million.

As of July 1, 2005, the Office of Fleet Management, formally housed in DOAS, was transferred to the Office of Planning and Budget; however, DOAS will continue to manage day-to-day operations.

## DNR offers music concerts at Unicoi Park



Most Saturdays, now through mid-November at Unicoi Park and Lodge in Helen, some of the best musicians in the area will perform Appalachian Mountain, Bluegrass and Southern Gospel music. "Pass-the-hat" donations to the musicians are welcome. There is a \$2 parking fee. For more information, call 800-573-9659 Ext. 305.



Test Your Vocabulary

1. To scold severely or angrily.

2. Speech or action that flatters and tends to coax, entice, or persuade (often used in the plural)

3. To bring up (a subject) for discussion or debate.

4. Lacking proper seriousness or respect; showing inappropriate levity; pert.

5. Talking much, especially about commonplace or trivial things; talkative

6. To teach and impress by frequent repetitions or admonitions; to urge on the mind.

7. Uncompromising; irreconcilable; not capable of being swayed or diverted from a course; unsusceptible to persuasion.

8. Impossible to refute; incontestable; undeniable; as, an irrefragable argument; irrefragable evidence.

9. Marked by a strong tendency in favor of a particular point of view.

10. To disapprove of strongly;
- Berate (bih-RAYT) v.

— Irrefragable (ir-REF-ruh-guh-buhl) adj.

— Broach (broch) v.

— Deprecate (DEP-ri-kayt) v.

— Flippant (FLIP-uhnt) adj.

— Inculcate (in-KUL-kayt) v.

— Blandishment (BLAN-dish-muhnt) n.

— Tendentious (ten-DEN-shuhs) adj.

— Garrulous (GAR-uh-luss) adj.

— Intransigent (in-TRAN-suh-juhnt) adj.

State Agencies Take Steps Toward Cleaner Air and Better Health

Most people would probably say that walking is not an option for them for work-related activities. But did you know that in the U.S., more than 25 percent of auto trips are less than one mile in length? Walking is one of the simplest, most efficient ways of getting from point A to B. Unfortunately, most Americans have gotten into the habit of using their cars for even the shortest of trips. Not only has this contributed to a rise in obesity rates, but it has also contributed to metro Atlanta's air quality problem.

To reverse this trend and get people moving again, The Clean Air Campaign® and the region's eight transportation management associations (TMAs) organized the Metro Atlanta Walk There! Challenge in April. Participating individuals tracked how far they walked each day and logged their steps online. Thirteen state agencies challenged their employees to put their feet on the street, and the results were impressive. Many participants were among the top walkers in the region, including Eve Gao of the Georgia Professional Standards Commission. She was the top walker among public employers during the second week of the challenge, adding steps to her daily routine by walking to lunch, for errands and for entertainment.

Walking is just one way you can free yourself from traffic and help clean metro Atlanta's air. Other commute alternatives such as carpooling, teleworking, transit and vanpooling are also excellent ways to reduce your stress and add time to your day. Thanks to Commuter Rewards, a new program offered by The Clean Air Campaign and the region's transportation management associations (TMAs), clean commuters can also earn cash and prizes. The concept is simple: clean up your commute, log how you did it, earn cash and win prizes. Commuter Rewards encompasses three different financial incentives: the highly-successful Cash for Commuters program for commuters currently driving alone to work; Commuter Prizes, a monthly prize program for existing users of commute alternatives; and Carpool Rewards, a gas card program for carpools with three or more people. Commuters can get more information and register to participate by visiting [www.cleanaircampaign.com](http://www.cleanaircampaign.com).

Work Tip

Is Your Work All About the Money?

Money is not the only reason for choosing an employer. It is also true that many people seek more from their employment than just monetary gains. Some people work jobs at a sacrifice of money because of the fulfillment the job offers. Others like contributing to something larger than themselves; something important. A sense of development and growth or the challenge of the job are other reasons why some employees stay with a particular employer. Others simply use employment as a way to meet people, to make a love connection or just to interact with others who have a similar interest or lifestyles. And while all the listed reasons may possibly be important, the majority of the 21st century workforce works primarily for compensation.

But many employees make the mistake of only seeing their compensation in terms of the amount of earnings they take home. And while monetary compensation is significant, employees have to consider their "total compensation" and rewards package to really access the overall value of their employment. Many benefits available to employees are expenditures for organizations. The overall cost the employer pays to fund the position and its benefit package should be considered when assessing the full worth of the position. Employees may actually loose compensation when changing jobs if they do not compare their complete compensation package with that offered by the other employer. Work-life benefits, paid parking, holidays and paid-time-off are a small example of benefits that can be included when assessing your "total compensation." Consider for example that state employees on the statewide salary plan earning a \$31,000 annual salary have a total compensation of \$41,317. Plus, employees should compare elective options offered by each employer to ensure individual desirable benefits, such as travel allowances, training, and cash bonuses remain available.

Lastly, employees should also include various conveniences and payroll options as part of their overall compensation. Payroll deduction and some of the pre-tax benefits it provides can also affect the bottom dollar. Employees should look at their complete compensation and benefit package before making a decision to accept another employment offer. As state employees, visit [www.gms.state.ga.us/GreatPlaceToWork/TotRewardsCalculator.asp](http://www.gms.state.ga.us/GreatPlaceToWork/TotRewardsCalculator.asp) to learn more about your total compensation.



## ASSESSMENT SERVICES

For your organization development needs

Assess your staff

Assess employee satisfaction and identify training needs

Assess your customer

Assess your organization's image and measure customer satisfaction

Assess your services

Evaluate your customer service delivery, and collect environmental scanning data

Consult-	with you to help gather information and shape the project direction
Design-	content questions and look for the instrument used to contact and communicate with your target audience
Develop-	online and hard copy surveys, timelines, interim communication and reminders
Conduct-	distribute and troubleshoot any problems respondents may have
Monitor-	response rates and total response counts
Compile-	centralize and categorize responses for reporting purposes
Create-	clear and concise text and graphs that summarize responses and provide valuable insights

We can

We care

We customize

For Further information or to schedule a consultation please contact

Georgia Merit System, ASSIST Unit  
Felicia Brockington  
529 Church St.  
Decatur, Georgia 30030  
[fbrockington@gms.state.us](mailto:fbrockington@gms.state.us) or  
404-371-7321



Test Your Vocabulary Answers

1. Berate (bih-RAYT), v. - To scold severely or angrily.

2. Blandishment (BLAN-dish-muhnt), n. - Speech or action that flatters and tends to coax, entice, or persuade often used in the plural

3. Broach (br ch) v. - To bring up (a subject) for discussion or debate.

4. Flippant (FLIP-uhnt), adj. - Lacking proper seriousness or respect; showing inappropriate levity; pert.

5. Garrulous (GAR-uh-luss), adj. - Talking much, especially about commonplace or trivial things; talkative

6. Inculcate (in-KUL-kayt), v. - To teach and impress by frequent repetitions or admonitions; to urge on the mind.

7. Intransigent (in-TRAN-suh-juhnt) adj. - Uncompromising; irreconcilable; not capable of being swayed or diverted from a course; unsusceptible to persuasion.

8. Irrefragable (ir-REF-ruh-guh-buhl), adj. - Impossible to refute; incontestable; undeniable; an irrefragable argument; irrefragable evidence.

9. Tendentious (ten-DEN-shuhs), adj. - Marked by a strong tendency in favor of a particular point of view.

10. Deprecate (DEP-ri-kayt), v. 1: to disapprove of strongly;



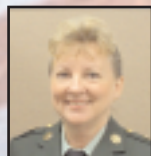
# Saluting Employees Serving Our State and Country

"I am proud of the brave men and women of Georgia state government who are serving their country abroad in the war on terror. These courageous men and women are not only public servants at home, but they've volunteered themselves as defenders of freedom for our entire nation. I offer each of them my sincere thanks, and my prayer for their safe return home."

— Governor Sonny Perdue

## Labor

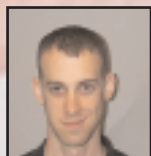
## Pardons and Paroles



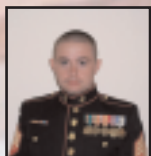
Sandi Buchanan  
Texas  
Less than 2 years



Christopher Sneed  
Kuwait  
Presently Serving



Glen Brown  
Georgia  
Guantanamo Bay  
2 yrs



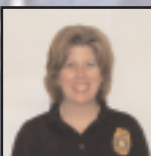
James Smith  
Iraq  
Less than 1 year



Craig Flint  
Washington  
Less than 2 years



Joseph Becton Jr.  
Georgia  
2 yrs



Marie Rothwein  
Florida  
1 year



Ronnie Mays  
Iraq  
Presently Serving



Reginald Warren  
North Carolina  
Less than 2 yrs



Richard Croley  
Missouri  
Presently Serving



Russell Bloodworth  
Unknown  
Presently Serving

## Pardons and Paroles

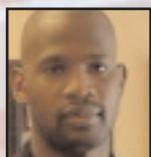
## Public Safety

## Technical and Adult Education

## Workers' Compensation



Ted Stradford  
Middle East  
Presently Serving



Jeff Bright  
Kuwait  
Less than 1 year



Joseph Braswell  
Unknown  
Less than 2 years



Andrew Gideon  
Iraq  
Presently Serving

Not Pictured:  
Carrie Gordon  
Iraq,  
Presently Serving



Mary Jirsa  
Georgia  
Less than one year



Janice Askin  
Georgia, Kuwait  
Less than one year



## GEORGIA LEADERSHIP INSTITUTE

*Leading the Way for a New Georgia*

*The Georgia Leadership Institute is focused on building bench strength of future leadership at all career phases as well as expanding the breadth of our current leaders' competencies and skills. Principle-Centered, Customer-Focused, and Results-Driven leadership forms the foundation of the Georgia Leadership Institute. Our goal is to develop current and future generations of Georgia state government leaders, who are positioned to meet the global challenges of today and tomorrow.*

Executive Leadership Program



Middle Manager Development Program



Supervisory Development Program



Pre-Supervisory Development Program



Principle-Centered Leadership



New Georgia Forums



## Georgia Leadership Institute AGENCY PARTICIPATION

### Senior Management Principle-Centered Leadership

- Department of Juvenile Justice
- Department of Administrative Services
- Georgia Technology Authority
- Pardons and Paroles

### Executive Leadership Program

- Department of Economic Development
- Department of Revenue
- Department Human Resources
- Department of Corrections
- Georgia Environmental Facilities Authority
- State Finance and Investment Commission
- Georgia Merit System

## Governor's Leadership Summit



*"I am committed to developing the talent that is already in every level of state government and ensuring they explore and understand the elements of my vision and direction for the state."*

— Gov. Sonny Perdue

Thursday, August 18, 2005  
Georgia World Congress Center  
285 Andrew Young Int'l. Blvd., NW / Atlanta, Georgia 30313

### Keynote Speaker:

John Schuerholz, General Manager, Atlanta Braves  
*"Developing a Winning Team and a Strong Bench"*

Thursday, December 8, 2005

### Keynote Speaker:

Jim Collins, Author of *"Good to Great"* (invited)